

Lancaster City Council - Job Description & Person Specification Oct 2025

Job Title:	Engineering Service Manager	Grade:	GG512	Job Code:	LCC794
Service/Team:	Engineering Team – Sustainable Growth and Regeneration	Role Type:	HYBRID	Reports to:	Chief Officer- Sustainable Growth and Regeneration
Line Manages:	Senior Engineer				

Job Overview
Overview The role is to take a central, coordinating and, at times, leading role to manage the environment in the district through the development and implementation of strategies, plans and projects in partnership with the Environment Agency and other statutory agencies to deliver/support economic, social and environmental outcomes and benefits for the district. Responsibilities include, at various times, all aspects of management and maintenance of coastal, flood risk and other Engineering assets throughout the district, development and management of projects and programmes from inception, through to delivery, and evaluation, effective management and coordination of project teams and external partnerships to provide sustainable engineering solutions in a dynamic and changing environment. The post holder will lead and manage the Engineering team to deliver an effective and efficient service, provide technical and managerial support to corporate strategies, policies and projects (and provide engineering solutions and sustainable outcomes.)
Direct Responsibilities
Corporate Work in line with the Council’s overall strategic direction, policies, and objectives Contribute to the development and review of strategies, policies, and delivery to meet the Council’s strategic objectives and statutory obligations, as required. Prepare briefings, reports and presentations for internal and external audiences, as required. Work positively and effectively with other services across the council. Represent the City Council on local/national working groups or committees (LGA Coastal SIGSOG, Lancashire TAG, NWNWCG, MSFW etc.) and work with partner authorities on the preparation, implementation and ongoing management of national and local strategies, policies and actions (including the FCERM, Shoreline Management Plan, NCERMS) to further the interests of the city council (and/or ensure that our corporate objectives are aligned). Managerial

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Lead, manage or coordinate multi-disciplinary and potentially cross service project teams, as required, to enable development and delivery of complex engineering projects and programmes.

Manage consultancy contracts and teams to enable delivery of key projects.

Manage large project and programme budgets and all regular corporate reporting requirements, acting as a Responsible Spending Officer.

Lead on performance management of allocated strategic projects, contributing to the development of performance indicators, and meeting all reporting requirements.

Manage the development of strategic external funding applications and ongoing funding requirements, as required and comply with relevant conditions providing necessary reports to EA, DEFRA, MHCLG etc.

Contribute to external partnerships supporting the delivery of flood and coastal erosion risk management across the region.

Line manage the Engineering team ensuring all staff matters are well managed, including recruitment, appraisal, motivation, training and development, performance management and, if required, disciplinary matters

Promote good practice, as part of all team working, in terms of equality and diversity, health and safety, values and behaviours, team and cooperative working and positive communications

Provide support for the Chief Officer Sustainable Growth and other senior managers, as required.

Specific

Take a leading, managing, or central coordinating role for council engineering duties and responsibilities, as required.

Lead the management of inspection and maintenance programmes for critical engineering assets/infrastructure across the district.

Provide effective project and programme management for agreed schemes of work, ensuring appropriate governance and delivery arrangements are agreed.

Lead and support work to facilitate infrastructure developments that provide increased protection against flooding to protect communities and major employment sites.

Provide technical and professional information and advice in relation to all relevant schemes and initiatives.

Lead and support partnership, collaborative and team working to enable effective planning and delivery of key projects, as required.

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Take responsibility for relevant programme and project budgets, meeting all necessary corporate and external funding requirements.

Take a leading and /or coordinating role to ensure programmes of community and stakeholder engagement are effectively delivered.

Provide and comprehensive updates, information and reports for senior officers, to support corporate governance and decision making.

Liaise effectively with external advisors, partners, and stakeholders to progress schemes and projects, acting as the council's representative, as required.

Identify and secure external and internal investment for programmes and projects in line with agreed priorities.

Lead and support the assembly of financial and investment packages (internal resources, external grant aid and private sector funding) to deliver all stages of flood defence or coastal erosion projects through feasibility to completion, as required.

Liaise with and support negotiations and discussions with landowners and other stakeholders in relation Engineering and construction projects.

Appraise flood risk assessments and drainage strategies and make recommendations as to the acceptability of proposed developments, commenting and advising on planning conditions and obligations (s106), flood risk and the use of Sustainable Drainage Systems (SUDS).

Undertake relevant research and investigations, providing detailed technical information and assessments when required, to support appraisal and evaluation of key projects and opportunities.

Lead and manage all aspects of community engagement and consultation on plans and projects.

Lead and support procurement, assessment and appointments of external consultants and resources, as required.

In conjunction with the Council's corporate communications and marketing teams, oversee the preparation of publicity materials and media coverage to publicise and promote the Council's activity in respect of the work/outcomes/improvements delivered by the Engineering team.

Undertake other duties as may be required from time to time, appropriate to the grading of the post

Primary Measurable Objectives

- To support effective development and delivery of key projects and programmes and ensure relevant outcomes are achieved.

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- To support the delivery of the Councils Engineering asset management strategy and ensure that the authorities engineering assets are managed and maintained in accordance with national guidance/requirements
- To support the delivery of local and National strategies, policies and projects to reduce flood risk and increase community awareness and resilience against flooding and coastal erosion
- To raise the profile of Lancaster district as a place to do business, live, work, study, and visit.
- To increase local confidence and pride in Lancaster district.
- To work with others to increase the value and impact of economic initiatives.
- Contribute to the Councils Corporate Plan and delivery of objectives and ambitions

Staff Management Responsibilities

- Leadership – setting specific direction for local strategies, policies and works, directing consultants/contractors to deliver national objectives
- People management – direct line management responsibility for the Senior Engineer
- Task delegation and supervision – setting tasks, delegation to internal staff or appointing external resources, supervision and reporting against set objectives
- Project Management – lead, manage, motivate and supervise project teams or individuals working across a range of activities, including working with other internal service areas and external stakeholders and partners)
- Managing contracts and the work of external consultants

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	Level 6 qualification or greater in related subject, for example ordinary or masters degree in civil engineering, flood and coastal engineering or similar relevant subject	Member of a professional body such as ICE, CIWEM or similar Qualification in programme and project management principles and techniques.	App Form, Interview, Certificate
Experience	Experience of developing and delivering strategies and policies relating to asset and coastal management functions Experience of developing business cases and writing successful external funding bids. Experience of managing asset inspection and maintenance programmes Excellent understanding and experience of relevant strategies policy and practice for asset, flood and coastal risk management and project delivery Experience of managing large complex engineering projects Track record of managing teams to develop and successfully deliver projects using a range of funding packages, resources, and tools.	Good understanding of the planning system, principles, and processes especially in respect of flood risk and SuDS Good understanding of environmental systems, sustainability appraisal and environmental impact assessments. Understanding and experience of engagement and consultation through the development and delivery of a project Good understanding of external funding criteria and requirements Good understanding of Treasury business case modelling Experience of local government procurement procedures Experience of planning, Environment Agency, Marine Management Organisation and Natural England	App Form, Interview

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	Significant experience of working with stakeholders, and partner organisations to deliver positive outcomes.	compliance process and practices Experience of co-ordinating external partnerships and stakeholder engagement Excellent report writing and presentation skills	
Job Related Skills, Knowledge & Abilities	Substantial knowledge and experience demonstrating application of strategies, policies, standards and legislation relating to asset management and flood and coastal risk management. Practical understanding of the process and requirements applicable to developing flood and coastal defence projects Ability to design and commissioning flood risk and other engineering projects considering relevant constraints and desired outcomes. Proven ability to manage and coordinate delivery teams successfully. Ability to engage with and work successfully with partners, taking a leading role at times. Good understanding of performance management and outcomes delivery for a range of projects. Budget management experience. Ability to produce clear, concise and, at times, technical	Good understanding and knowledge of critical factors at national, regional, and local level to inform investment programmes and projects. Good understanding of relevant legal and statutory requirements and processes for asset, flood and coastal risk management. Good understanding of budget management and office administration systems. Knowledge of asset management and maintenance practise and procedures, investment programming and budget allocation. Ability to successfully manage asset inspection and maintenance plans and programmes for a variety of infrastructure (including pumps, bridges, cycle-tracks, flood and coastal defences) Ability to plan, programme and monitor construction and maintenance projects. Comprehensive knowledge of the administrative area of	App Form, Interview

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	reports for a range of audiences. Bid writing skills and a good understanding of external funding opportunities as they relate to service area.	Lancaster District and locations of coastal and river defence vulnerabilities Practical understanding of the roles of government agencies and Risk Management Authorities and their priorities	
Personal Attributes Including Interpersonal & Communication Skills	Excellent written and oral communication skills, including production and presentation of technical reports and project proposals Ability to manage stakeholder groups and relationships with external agencies and suppliers. Excellent interpersonal and communications skills and the ability to develop productive working relationships with businesses, a range of external agencies and other city council services. Ability to multitask, prioritise effectively and meet tight deadlines. Self-motivated and able to offer a high level of commitment to deliver results	Good influencing and negotiating skills Able to coordinate external stakeholders and successfully manage stakeholder and community engagement Able to build strong and collaborative networks and working relationships externally and internally Able to work independently and to lead and inspire others Able to prepare concise, accurate professional reports Flexible, adaptable, and able to respond positively to emerging priorities and change. Ability to lead and work well as part of a small, diversely skilled team and across diverse services to meet multiple objectives.	App Form, Interview
Special Requirements/Other	Willingness and ability to work occasionally out of normal office hours. The postholder must be available to work from council premises and will be based at		App Form, Interview

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	Morecambe Town Hall until further notice. A driving licence is essential. The role involves liaison with the public and stakeholders and therefore the ability to converse at ease with members of the public and provide advice in accurate spoken English is an essential part of the role. The post-holder will be required to access all areas of the land drainage system, pumping stations, the coastline and associated construction work.		
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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

Developing comprehensive knowledge of the administrative area and locations of coastal and river defence vulnerabilities.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
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Manager Signature:		Print name:		Date:	
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