



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	Adur District Council
<b>Directorate:</b>	Digital and Resources
<b>Section:</b>	Technical Services - Engineering
<b>Post Title:</b>	Coastal Surveyor
<b>Post Number:</b>	10519, 41422
<b>Accountable to:</b>	Project Manager
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Members and Officers of the Council's and Members of the Public
<b>Meetings attended on a regular basis:</b>	Department and Section meetings, Engineering and Surveying Team meetings.
<b>Work style</b>	Flexible

**Principal purpose of job (role summary)**

- Assist in carrying out the Global Positioning System (GPS) / laser scan surveys of the beaches on the South East Coastal Group (SECG) frontage between Selsey Bill and Rye Harbour, or further afield if required.
- Assist in carrying out Unmanned Aerial Vehicle (UAV) / GPS / laser scan surveys of the cliffs and beaches on the South East Coastal Group (SECG) frontage between Selsey Bill and Rye Harbour, or further afield if required.
- Assist with the processing, analysis and reporting of the data collected from the above-mentioned UAV / GPS / laser scan surveys.

**Main duties, tasks and responsibilities of post holder**

1. Secure professional, efficient, effective, economic, accurate and customer orientated service delivery of the duties associated with the post in accordance with Council policies, Standing Orders, Financial Regulations and other procedures and practices.

2. Secure efficient and effective use of all resources under the control of the post holder.

3. **Topographic Surveying –**

Assist in the provision of Topographic Surveys to internal and external clients and partners including carrying out analysis to allow preparation of Annual Reports and Beach Management Plan (BMP) Reports, GIS and appropriate office software. This service will occasionally require the post holder to work outside the normal office hours, in inclement weather conditions whilst riding All-Terrain Vehicles (ATV's).

4. **Asset Management –**

Assist in the updating and maintaining the statistical records held by the section on GIS, databases (SANDS) or spreadsheets.

5. **Communication –**

The post holder will assist in writing and producing technical reports, drawings or illustrations using GIS, MS Office or other appropriate software.

6. **Surveying / Engineering Team Support –**

Provide support to other members of the Team and Section whenever necessary.

7. Continually review advances in topographic surveying and data processing techniques.
8. To participate in the Council's training and management development programme.
9. Participate actively in any emergency, planning exercise or training in respect to any significant or major emergency affecting the Councils.
- 10 To contribute to the implementation of the Council's key priorities and objectives as directed.
- 11 To provide high standards of customer care to both external and internal customers as laid down in the Council's Customer Care Mission Statement.
- 12 To adhere to all aspects of the Council's Code of Conduct.
- 13 To adhere to all aspects of confidentiality and data protection in order to comply with the law. To observe all policies and guidelines as defined by the Council's Data Protection Officer or Service Data Controller.
- 14 Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.

- 15 Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- 16 Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
- 17 Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	