

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Flood Risk Management Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Planning & Development & Flood Risk Management		
Service Area:	Transport and Economy, Communities Group		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Flood Risk Management Planning and Sustainable Drainage Engineer		
Responsible for:	Not applicable		

Role Purpose

To assist the Flood Risk Management Team to reduce and mitigate flood risk to communities within Warwickshire through partnership working, by adopting a prioritised, economic and environmentally sustainable approach.

Done by providing technical and administrative support to the team working from a central office.

The role will also involve site visits and meeting attendance with team members in a support capacity.

Role Responsibilities

The postholder will be responsible for the following.

Supporting the Flood Risk Management team at a range of meetings and events.

Helping the Flood Risk Management team to answer enquiries from Senior Officers, Elected Members, colleagues, partner organisations and the general public.

Assisting in updating and interrogating databases that are used by the Flood Risk Management team, such as the planning applications and consents database.

Accompanying members of the Flood Risk Management team on sites visits in a supporting role.

Handling of initial customer contacts and ensuring they receive an appropriate response within the council's stated timescales.

Co-ordinating the revision and up-dating of GIS data, producing site plans and mapping for team.

Filing and digitising historic flood reports and data.

To assist the Senior Flood Risk Management Planning and Sustainable Drainage Engineer in;

- i) commenting on planning applications across Warwickshire from a flood risk and drainage perspective;
- ii) determining applications for Ordinary Watercourse Land Drainage Consents on behalf of WCC;
- iii) responding to strategic consultations such as Local Plans and HS2 with regard to flood risk.

To assist the Senior Drainage Engineer and Flood Risk & Water Management Officer to;

- i) investigate and maintain a register of reported flood events;
- ii) maintain an asset register of structures or features which may affect flood risk in the county;
- iii) gather and share flood risk management information.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A minimum of 5 GCSE's at grades A - C / 9-4 or equivalent, including English and Maths	A, D
Excellent IT skills and able to use the Microsoft applications and databases	A, I
Excellent communication skills, both oral and written.	A/I/P
To be able to analyse and interpret factual information to solve straightforward problems.	A/I/T
Be well organised, and able to effectively manage own workload.	A, I
Be motivated and keen to learn.	A, I
Able to work under pressure and meet deadlines.	A, I
Ability to work independently, but also as part of a team	A, I
Interest in / experience of flood risk management	A, I

Desirable Criteria

Assessed By:

Experience of using GIS / CAD software.	A, I
Willing to work flexibly if necessary.	I
GCSE at grades A - C or equivalent in Science and / or Geography.	A, D
Experience of working with communities or members of the public.	I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Possible working near water

