

Job Description

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 Engineer	JEID	M0645
Salary Grade:	Grade L		
Team:	Flood Risk Management Team		
Division / Service:	Planning Delivery / Environment Services		
Directorate:	Communities		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted		
Responsible to:	Delivery Lead – Flood Risk Management		

Role Purpose

To support the Flood Risk Management team in the delivery of its responsibilities as Lead Local Flood Authority (LLFA) for Warwickshire.

The post holder will work across the team and contribute to the delivery of the LLFA role as outlined in the Role Responsibilities.

As a more experienced member of the team, the post holder will be given the opportunity to take ownership of the delivery of one or more of our team tasks, as well as fulfilling a mentoring role to junior members of the team.

The post holder will use their technical knowledge and experience to contribute to the development and improvement of team services, processes, and guidance documents.

Working from a central office, the role will also involve site visits and meeting attendance as the team representative. This may include working with communities and partners, or providing specialist technical advice as part of a chargeable service.

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Role Responsibilities

- To assist the Flood Risk Management team in ensuring that WCC's responsibilities as Lead Local Flood Authority are discharged.
- To ensure the efficient and effective processing of planning consultations from Local Planning Authorities and partners, ensuring all applications are processed in accordance with the timescales laid out in the relevant legislation.
- To provide advice on the implications of new development and contribute to the development of policies and allocations in support of sustainable flood risk and surface water management for Local Plans and other strategic consultations, including HS2.
- To technically review, comment on, and process Land Drainage Consent applications made to the authority in relation to the Land Drainage Act 1991, monitoring constructed works and updating and maintaining a register of consented works.
- To undertake the effective regulation of ordinary watercourses through appropriate engagement with land owners and to undertake enforcement actions where necessary, with reference to the Land Drainage Act 1991.
- Assist the development and maintenance of an asset management register of structures or features which may affect flood risk in Warwickshire including ownership and state of repair and maintenance requirements.
- To undertake the investigation of flooding and collection of data to maintain a register of reported flood events. To assist in proposing solutions and preparing designs for flood alleviation and drainage improvement schemes.
- Assist in identifying significant flood risk catchments in Warwickshire in relation to surface water run-off, ground water flooding, and ordinary watercourses; Developing and implementing plans to manage those through developing and procuring schemes, including seeking partnership funding.
- Assist in the delivery and monitoring of flood alleviation projects to ensure they are completed on time, on budget, and meet required specifications.
- Work with the Flood Risk Management team, Flood Action Groups, Parish Councils and other groups to promote local flood resilience through effective community engagement.
- To support the monitoring and maintenance of the team GIS (Geographic Information System) data and maps to ensure that they are accurate and up-to-date.
- To contribute to the development and implementation of policies, procedures, systems, and training related to Flood Risk Management and Sustainable Drainage.
- To assist with the update and delivery of the Council's Surface Water Management Plan (SWMP) and Local Flood Risk Management Strategy (LFRMS).
- Support the Flood Risk Management team by carrying out administrative tasks such as; monitoring group email accounts; handling initial customer contacts; updating records and databases; assisting with elements of financial administration; and support at a range of meetings.
- To assist colleagues by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.
- To deputise for other members of the team, as required, and to undertake any other duties and responsibilities commensurate with the grading of the post.

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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 degree in Engineering, Hydrology or similar discipline or equivalent.	A, I, D
A chartered member of the Institution of Civil Engineers, Chartered Institute of Water and Environmental Management or similar organisation, or on the way to becoming a chartered member.	A, I
Minimum of one year post qualification experience in flood risk management and/or relevant specialist discipline.	A, I
Demonstrable knowledge and understanding of the administrative, statutory and legal procedures relating to land use planning, land drainage and flood risk management including the responsibilities of Risk Management Authorities.	A, I, P
Demonstratable knowledge of policies, design, construction and maintenance standards in relation to flood risk management and sustainable drainage systems; including on new developments.	A, I, P
Excellent understanding and experience in the use of drainage asset, flood risk mapping, and relevant FRM software such as CAD, GIS, spreadsheets, and flood and drainage modelling software.	A, I
Significant and demonstrable experience in working with external bodies, managing customer/public interface, and maintaining good internal/external stakeholder relations.	A, I
A sound knowledge of health and safety and quality management systems within a large organisation.	A, I
Experience in problem solving and delivering innovative solutions.	A, I, P
Experience in partnership working with contractors and consultants.	A, I
Good communication and interpersonal skills (verbal and written) and able to represent the Authority effectively at meetings with external stakeholders.	A, I, P
Ability to work under pressure, meeting deadlines, dealing with conflicting demands and coping in situations where there is an emotional demand.	A, I
Commitment to personal and employee development.	A, I
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions	A, I
Ability to be an effective team member working in multi-disciplinary teams under own initiative.	A, I
Mobility essential for travelling around the county for site visits. Able-bodied applicants must be able to drive and have a driving licence. Disabled	A, I, D

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applicants should be able to perform the job with aid, where necessary.	
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Desirable Criteria

	Assessed By:
Experience in the design and construction of flood alleviation or sustainable drainage schemes.	A,I
Experience in commenting on planning applications or land drainage consents.	A,I
Experience of implementing and monitoring projects, including financial management.	A,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 hazards 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 in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

Regular client contact or care	Exposure to noise levels (above 80dbA)
✓ Lone working	Working with waste or refuse
Night working	Food Handling
Work at heights	Manual handling tasks
Working in confined spaces	Electric work
✓ User of Display Screen Equipment (DSE)	Contact with Latex
Repetitive tasks	Chemical / Dust / Fume Exposure (COSHH)
Continual telephone use (<i>call centre</i>)	Working with vibrating tools / machinery