

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 Officer	JEID	N0234
Salary Grade:	Grade I		
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.

As an intermediate role within the team, the post holder will be given the opportunity to work on tasks across the team to develop experience and an understanding of the breadth of responsibilities of an LLFA.

This will include contributing to the delivery of statutory duties such as advising Local Planning Authorities on major developments, and the regulation of ordinary watercourses; through to working with partners and communities to investigate flooding and to improve future resilience.

The post holder will provide support to others in the team and will have a good level of ICT skills to ensure that our team data sets, records, GIS maps, and reporting statistics are accurate and up-to-date.

Working from a central office, the role will also involve site visits and meeting attendance, both in a support capacity with other team members, or as the team representative.

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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 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.
- 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.
- 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 relevant degree in Engineering, Hydrology, Geography or similar discipline or equivalent. Or A minimum of two years of relevant experience	A, I, D
Knowledge and understanding of the Flood and Water Management Act and the Pitt Report 2008	A,I
The ability to independently interpret and analyse varied and complex information or situations to produce plans and solutions.	A, I, T
The ability to work within policy and practice guidance over a broad area of activity.	A,I
The ability to use own initiative to organise workload and decide priorities. To work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands.	A,I
Good level of ICT skills and knowledge of and experience of using flood risk and water management software applications.	A,I
Understanding of budget development and financial management	A,I
Understanding of quality standards and Health and Safety practices	A,I
Good communication and interpersonal skills (verbal and written) including: the ability to communicate complicated and contentious information with varied audiences in person and/or writing; the ability to persuade others to adopt a course of action which is not necessarily their preferred approach; and the ability to write reports.	A, I, P
Commitment to personal and employee development.	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 applicants should be able to perform the job with aid, where necessary.	A, I, D

Desirable Criteria	Assessed By:
Experience of working within Flood Risk Management.	A,I
Experience of working with communities or partners.	A,I
Evidence of managing projects – before, during and after flood incidents.	A,I

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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