

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: | HS2 Senior Flood Risk Management Engineer | JEID | M0647 |
| Salary Grade: | Grade N | | |
| Team: | Flood Risk Management Team | | |
| Division / Service: | Environment Services / Planning Delivery | | |
| Directorate: | Communities | | |
| Primary Location: | Warwick | | |
| Political Restriction | This position is not politically restricted | | |
| Responsible to: | Delivery Lead - Flood Risk Management | | |

Role Purpose

This specialist HS2 role will lead on the delivery of Warwickshire County Council's (WCC) responsibilities as Lead Local Flood Authority (LLFA) in relation to HS2. This will primarily involve the technical review of applications under Schedule 33 part 5 of the High Speed Rail (London - West Midlands) Act 2017.

Warwickshire County Council maintains a proactive role with HS2 Ltd, working with community and business groups, to ensure that as HS2 is implemented that Warwickshire maximises any positive benefits and minimises the negative impacts of construction in the county.

Role Responsibilities

To support the Delivery Lead - Flood Risk Management in the management of Flood Risk across Warwickshire

- To be responsible for ensuring the efficient and effective processing of Sch33.5 consent applications from HS2 and its Nominated Undertakers, ensuring all applications are processed in accordance with the timescales laid out in the relevant legislation.
- To be responsible for providing technical reviews and bespoke comments on Sch33.5 consent applications across Warwickshire from a flood risk and drainage perspective in liaison with the Flood Risk Management (FRM) team and key partners.
- To be responsible for managing and developing the required processes, systems and partner

Job Description

relations to enable WCC to undertake the role of LLFA in relation to HS2.

- To develop and maintain a working knowledge of flood risk in Warwickshire to allow robust assessment of Sch33.5 applications and liaise with the FRM team as appropriate.
- Responsibility for monitoring and reporting on the performance of WCC as LLFA in relation to HS2.
- To be responsible for providing pre-application advice to HS2 and its Nominated Undertakers with regard to flood risk and surface water management aspects of a site and opportunities to reduce flood risk off-site.
- To lead on undertaking site inspections and monitoring of constructed works from a flood risk and drainage perspective.
- Responsibility for the effective regulation of ordinary watercourses through appropriate engagement with HS2 and to undertake enforcement actions where necessary, with reference to the HS2 Act.
- To be responsible for updating and maintaining a register of consented works to sit within the wider FRM asset register.
- To work with partner organisations to ensure all watercourse works comply with the Habitats Directive, Flood & Water Management Act, and the Water Framework Directive.
- To lead on responses to future HS2 proposals such as Phase 2b or changes to existing technical standards and guidance with regard to flood risk and drainage.
- To be responsible for responding, both verbally and in writing, to queries from elected members, the public, contractors and statutory bodies.
- Representing the council at external meetings with local and regional partners to maximise the economic benefits and priorities in Warwickshire from the HS2 programme.
- Representing WCC at external meetings with HS2 and other government departments.
- Contribute to reports and papers for the HS2 Programme Board and committees as requested.
- To promote a culture of excellent customer service, responsive customer relations and attention to customer complaints
- To undertake all other duties and responsibilities commensurate with the grading of the post.

Additional duties:

- To take an active part in the Flood Risk Management team in Planning Delivery, including attending team meetings and fulfilling team duties.
- Attend and support a range of internal & external meetings.
- Keeping up to date with developments and working practices in Flood Risk, Warwickshire, and Nationally.
- To undertake further training as required.
- To provide oversight and supervision of additional resources should a peak in workload require additional staff.
- Attendance at evening & out of hour's meetings as required.
- To carry out any other work identified by the Delivery Lead - Flood Risk Management; HS2 Programme Manager; Service Manager - Planning Delivery; Assistant Director or Strategic Director for Communities; in keeping with the Group, Business Unit & Communities Service Plans and operational requirements.

Job Description

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 to have made significant progress toward becoming a chartered member. | A, I |
| Substantial professional experience working within a relevant discipline and/or significant experience at a senior level of partnership working and diverse project management | A, I |
| Experience in 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 |
| Excellent knowledge of policies, design, construction and maintenance standards in relation to flood risk management and sustainable drainage systems; including on new developments. | A, I |
| Excellent understanding, experience and use of drainage asset and flood risk mapping and relevant Engineering and Flood Risk Management software e.g. CAD, MicroDrainage / WinDes. | A, I |
| The ability to demonstrate a high degree of complex problem solving skills | A, I, P |
| The ability to communicate complicated and contentious information with varied audiences in person and/or writing | A, I, P |
| The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity | A, I |
| The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands and coping in situations where there is an emotional demand. | A, I |
| Ability to provide day-to-day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required. | A, I |
| Experience of leading on the development of policy/service practice within Flood Risk Management | A, I |
| The ability to pull together plans/develop solutions through the introduction of new/original thinking. | A, I |
| The ability to persuade others to adopt a course of action which is not necessarily their preferred approach. | A, I |
| Understanding of quality standards and Health and Safety practices. | A, I |

Job Description

| | |
|---|---------|
| Commitment to personal and employee development. | A, I |
| Ability to be an effective team worker/player working in multi-disciplinary teams under own initiative. | A, I |
| Mobility essential. 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: |
|---|--------------|
| Extensive experience in the use of drainage design software and surface water modelling techniques. | A, I |
| Working knowledge of HS2 and related legislation. | A, I |
| Experience in undertaking regulation and consenting of watercourses | A, I |
| Experience in the design and construction of sustainable drainage schemes. | 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 |