

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:	Senior Flood Risk Management Engineer	JEID	M0637
Salary Grade:	Grade N		
Team:	Flood Risk Management		
Service Area:	Planning, Environment & Transport> Planning & Environment		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Lead – Flood Risk Management		
Responsible for:			

Role Purpose

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

As a senior role within the team, the post holder will apply their significant experience to support the Delivery Lead in day-to-day running of the team and by providing a mentoring role to junior members of the team.

The post holder will work across the team and use their technical knowledge and experience to take ownership of the delivery of a number of the key responsibilities of the LLFA, as outlined in the Role Responsibilities.

As a more experienced member of the team, the post holder will be given the opportunity to shape the future strategy for Flood Risk Management in Warwickshire and to contribute to the development and improvement of team services, processes, and guidance documents.

Working remotely with access to 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.

Role Responsibilities

- To assist the Delivery Lead for Flood Risk Management in ensuring that WCC's responsibilities as Lead Local Flood Authority are discharged and deputise for the Delivery Lead as required.
- To mentor and supervise junior staff with their day-to-day workload and manage their development within the Flood Risk Management Team.
- To play a substantial role in the development of policy and strategy by interpreting local service needs and regional and national developments, codes of practice and legislative change, working alongside a broad range of internal contacts and external organisations.
- To liaise with Emergency Planners and the Local Resilience Forum, to ensure an appropriate flood incident management plan and contribute to the effective management of an emergency flooding event.
- To work collaboratively with key stakeholders including the Environment Agency, County Highways, water companies, neighbouring LLFA's, other flood risk authorities, and attend meetings and working groups as appropriate.
- To be responsible for developing and maintaining effective processes for flood reporting, recording and investigation. Where required, lead on investigations required under S19 of the FWMA and consult appropriate partner organisations before publishing findings.
- To be responsible for identifying significant flood risk catchments in Warwickshire in relation to surface water run-off, ground water flooding, and ordinary watercourses, and developing and implementing plans to manage those risks.
- To lead and manage the delivery of flood alleviation and drainage improvement schemes through various funding streams. Having oversight of identifying scheme locations, developing proposals, and producing funding bids and business cases prior to procurement and supervision.
- Work with partners, Flood Action Groups, Parish Councils and other groups to promote local flood resilience through effective community engagement and ensure the effective management of complex and wide-ranging consultations including those which relate to contentious and politically sensitive matters.
- To be responsible for responding, both verbally and written, to enquiries and complaints from MPs, elected members, senior management, partners and members of the public and act as the Council's representative promoting / defending proposals and the interests of the Council at formal hearings and inquiries in respect of relevant matters.
- To be responsible for ensuring the efficient and effective processing of planning consultations, monitoring team performance, and 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 lead and manage income generation work streams such as pre-app advice or service level agreements, whilst exploring new income streams and developing markets for chargeable flood risk management services.
- To procure, manage and monitor Flood Risk Management framework contracts as appropriate for services such as CCTV surveys and technical support, ensuring best value for the County Council.
- To establish, control and monitor 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 be responsible for the effective regulation of ordinary watercourses through the processing of Land Drainage Consent applications, promotion of riparian responsibilities, appropriate engagement with landowners, and where necessary enforcement actions.
- To deputise for the Delivery Lead and other members of the team, as required, and to undertake any other duties and responsibilities commensurate with the grading of the post.

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, D
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, flood risk mapping and relevant Flood Risk Management software e.g. CAD, GIS, MicroDrainage.	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 persuade others to adopt a course of action which is not necessarily their preferred approach.	A, I
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
Experience in providing day-to-day supervision to less-experienced members of the team including delegation, checking of work and provision of technical guidance.	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
Understanding of quality standards and Health and Safety practices.	A, I
Commitment to personal and employee development.	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 applicants should be able to perform the job with aid, where necessary.	A, I, D
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Desirable Criteria

Assessed By:

Experience in the design and construction of sustainable drainage schemes.	A, I
Experience of managing and being accountable for large project budgets	A, I
Substantial professional experience in flood risk management / drainage management and/or land use planning.	A, I
Experience of working in Local Government	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 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 checked="" 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 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 type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Working near watercourses and pipe networks.