**Job Description**

***Lancashire Flood Risk Co-ordinator***

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| **Service:** | Highways | **Team:** | Flood Risk Management | |
| **Location:** | Cuerden | | | |
| **Salary range:** | £33,782 to £38,890 | **Grade:** | | 9 |
| **Reports to:** | Principal Flood Risk Officer (Laura Makeating) | **Staff responsible for:** | | None |

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| **Job Purpose** |
| A multi-disciplinary role to support the Lancashire Flood & Coastal Risk Management (FCRM) Partnership, Strategic and Tactical groups of elected members and officers in the management of Flood and Coastal Erosion Risks in Lancashire.  The Co-ordinator will be required to work with other sub-regional Co-ordinators in the delivery of specific FCRM tasks and initiatives as required by the Environment Agency’s Regional Flood & Coastal Committee (RFCC).  The Co-ordinator will also support and co-ordinate member authorities in their delivery of FCRM legislative duties, provide a focus for Partnership activities and raise awareness of the FCRM agenda with other relevant sub-regional groups, e.g. Catchment Partnerships, the Local Resilience Forum, the Local Enterprise Partnership. |
| **Accountabilities/Responsibilities** |
| **KEY TASKS - COMMON TO ALL PARTNERSHIPS ACROSS THE NORTH WEST**   * Co-ordinate and support all members of the FCRM Partnership to set and coordinate delivery of partnership FCRM objectives, ensuring that equal focus is given to all members of the partnership. * Develop, with Partnership members, an annual business plan, which links to the overarching RFCC Business Plan and the Lancashire Local Flood Risk Management Strategy. Regularly monitor and report progress against delivery of annual priorities set by Partnership members, identifying where appropriate risks to delivery of annual priorities. * Establish and maintain effective working relationships, information exchange and communication between all sub-regional Risk Management Authorities, with other FCRM Partnerships in the North West and with the North West Regional Flood and Coastal Committee (RFCC). * Co-ordinate, facilitate and record officer and elected member meetings to provide monitoring and oversight of FCRM across the Partnership area. * Lead on the induction of new elected members through one to one briefings and through development and maintenance of a partnership handbook. * Undertake periodic reviews of strategic and tactical groups' terms of reference and submit changes to the terms of reference and partnership handbook for approval via the relevant partnership meetings. * Support elected members at regional and sub-regional meetings and workshops through one to one briefings. * Support, offer advice and assist member authorities in relation to fulfilling their obligations under the Flood Risk Regulations 2009 and Flood and Water Management Act 2010 and monitor progress and compliance in relation to the different provisions under the Act, including monitoring and periodic reviews of sub-regional and local flood risk management plans. * Facilitate partnership working to ensure a coordinated approach to maximise flood risk management funding opportunities and more innovative funding solutions which are wider than reliance on Grant in Aid and Local Authority capital. Taking into account wider environmental considerations that will be influenced by flood risk management aligning this with other infrastructure investment programmes * Attend relevant sub-regional, regional and national workshops, meetings, presentations, and conferences etc. and provide feedback to relevant officers of member authorities. Update and advise Partnership members authorities on current and innovative opportunities for flood risk management. * Keep abreast of changes to national and local flood and coastal risk management policy, issues, legislation, research, funding and good practice. Regularly disseminate this information to partnership members and advise of any consequential potential opportunities and implications for the partnership. * Advise on the development, review and evaluation of policies related to flood and coastal erosion risk management, coordinating their implementation through partnership working within the sub-region and with other stakeholders and partners. * Inform and update partnership authorities on national and regional consultations relating to flood and coastal erosion risk management. Provide advice to partnership authorities on any complex issues forming part of the consultation and encourage timely responses from partners. Where appropriate coordinate, lead and develop on a joint response from the strategic partnership ensuring that the level of detail provided represents all views cross the partnership. * Across all member authorities support the development of internal ways of working to harness cross departmental expertise and mechanisms to engage with partners not actively engaged in flood and coastal risk management, for example working with planners, asset managers and highways authorities. * Seek opportunities for risk management authorities to maximise their collective knowledge through partnership working and identify and support initiatives which will increase flood risk management capacity.   **KEY TASKS – LANCASHIRE FCRM PARTNERSHIP SPECIFIC REQUIREMENTS**   * Working collaboratively across Blackpool, Blackburn with Darwen and Lancashire County Council to take a Lancashire wide view of how the delivery of local flood risk and water management can be improved through joint delivery of flood risk and water management functions identifying innovation through collaboration to improve service delivery. * Work with the Rivers Trusts and other relevant organisations such as Wildlife Trusts etc to ensure opportunities for joint working are explored and identified. Facilitate and encourage communication between partner authorities and the Rivers Trusts and other relevant organisations to bring wider benefits associated with Natural Flood Management and water quality into the delivery of FCRM at a local and sub-regional scale. * Attend and encourage two way communication with the Lancashire Resilience Forum ensuring that partner authority responsibilities with regard to flood response and recovery are appropriately understood and defined. * Develop opportunities for collaboration and joint working and work with sub-regional academic institutions, promoting awareness of FCRM, and seek out opportunities for research and innovation for the benefit of the partnership.     **KEY TASKS – NORTH WEST RFCC REQUIREMENTS**     * Liaise with, assist and support other Flood Risk Co-ordinators in the North West and Regional Flood & Coastal Committee representatives to facilitate workshops and briefings in connection with the ongoing member authorities flood risk management responsibilities. * Providing quarterly information for the RFCC annual action plan which provides feedback to the Committee on the achievement of its business plan, for any actions where it has been agreed in advance that sub regional partnerships will be the vehicle for North West level delivery. * Lead on specific tasks and issues on behalf of the RFCC. |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

***Flood Risk Technical Coordinator***

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * Degree qualified (or equivalent) in relevant subject plus number of years' experience in a similar role OR Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant roles **(essential)** |
| * Operational/ Departmental Management Qualification or Project Management Qualification  **(desirable)** * Professional qualification, membership of a professional body or working towards **(desirable)** |
| **Essential experience** |
| * Working at a high level in supporting policy development, implementation and monitoring; in preparing written reports and briefings; in presentation of reports; and in communicating outcomes * Experience of multi-agency working, working in partnerships, relying on effective communication and influencing * Experience working in a flood and coastal risk management or related policy environment. |
| **Essential knowledge, skills & abilities** |
| * Detailed knowledge and professional experience of legislation, guidance, regulations, codes of practice, procedures and requirements relating to flood and coastal risk management * High level of knowledge and professional experience in collaborating at both technical and strategic levels with external agencies, local or government authorities and other professional partners in supporting the delivery of flood risk management across Lancashire. * Broad understanding of flood and coastal risk management arrangements as they apply to Lancashire, including interactions with wider partners. * Detailed understanding the actions required of a Risk Management Authority to meet statutory duties relating to flood and coastal risk management. * Excellent verbal and written communication skills including the preparation and presentation of information and reports tailored to suit the audience * Excellent relationship management skills, with the ability to inspire, influence, build and manage complex partnerships involving a diverse range of stakeholders from the public, private and third sectors to help deliver shared and specific outcomes * Effective communicating and influencing skills, able to present information and arguments clearly and convincingly * Highly motivated and able to work independently and manage own workload using own initiative and also as part of a team |
| **Desirable experience, knowledge, skills & abilities** |
| * Appreciation or understanding of the various funding mechanisms available to all partners of the Lancashire FCRM Partnership. * Knowledge and professional experience of Defra and Environment Agency bidding processes. * Experience of preparing and submitting successful funding bids. * Knowledge and understanding of the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009. * Knowledge of strategic land drainage and flood risk management plans. * Experience developing and leading partnerships, relying on effective communication and influencing. * Experience in the water or drainage industries, ideally with project management experience. |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |
| * Available to work outside of ‘normal’ office hours. * Must be able to travel around Lancashire using public or private transport and be able to attend meetings within the wider north-west region and nationally on occassion. * This is an essential car user post   *You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive* |

**NOTE:**

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.