**Job Description**

**Flood Risk Officer**

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| **Service:** | Highways | **Team:** | Flood Risk Management | |
| **Location:** | Cuerden, Preston | | | |
| **Salary range:** | £29,577 - £33,782 | **Grade:** | | 8 |
| **Reports to:** | Principal Flood Risk Officer | **Staff responsible for:** | | 0 |

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| **Job Purpose** |
| This role is within the Flood Risk Management Team which sits within the County Council's Highway Services. The team acts as the Lead Local Flood Authority (LLFA) and has duties under the Flood and Water Management Act 2010, Land Drainage Act 1991 and Town and Country Planning (Development Management Procedure) (England) Order 2015.  The post holder would be required to manage the risk of flooding from surface water, groundwater and ordinary watercourses, respond to planning applications regarding surface water flood risk within statutory timescales, process pre-application enquires, support Local Planning Authorities during plan making and also undertake a consenting and enforcement role on ordinary watercourses.  The post holder would be expected to work collaboratively with internal and external partners, such as flood risk management authorities and Local Planning Authorities, across multiple districts within Lancashire to support partnership working, flood investigations and other functions of the LLFA as required. The post holder will also respond to enquiries from customers, stakeholders and developers and providing general advice internally and externally.  There will be a need to attend occasional evening appointments and community engagement events outside traditional working hours.  This is an essential car user post. You will be expected to provide a car for use in connection with duties of this post, for which allowances will be paid. |
| **Accountabilities/Responsibilities** |
| * Provide technical advice and recommendations on planning policies and development proposals with regard to local flood risks in order to meet service standards and to ensure council compliance with statutory, regulatory and professional requirements. * Regularly communicate with other agencies and service providers to share information, provide technical advice, build working relationships, ensure joined up service provision and maximise partnership working opportunities. * Respond proactively and accurately to communication from various stakeholders or bodies, meeting critical deadlines and working outside the office environment where appropriate; * Support delivery of objectives within the Local Flood Risk Management Strategy; * Investigate reports of flooding received from residents and other affected parties (or their elected representatives) in accordance with current policies, by a combination of historical research, on-site investigations, data analysis, professional expertise and joint working with land owners, partner organisations and other techniques, subject to the circumstances of each flooding incident. * Identify potential capital projects (including studies and works) to reduce flood risk to affected communities and key infrastructure, including researching and appraising options and liaison with internal colleagues and external stakeholders. * Develop and maintain effective relationships and communications with other organisations and service providers to share information, build working relationships and ensure joined-up service provision. |
| **Skills, Knowledge and Experience** |
| * Undertake a multi-disciplinary technical role ensuring all statutory elements of the job are met efficiently and effectively. * Demonstrate the ability to work independently and within a team, effectively. * Manage a high level of productivity whilst maintaining quality. * Ability to adapt to changing priorities with demonstration of good organisational skills and time management. * Ensure good record keeping for audit and data gathering purposes. * Undertake specialised technical and analytical support activities to assist professional colleagues. * Provide an empathetic and supportive experience to people that have suffered from flooding. * Analytical skills and problem-serving capability. * Apply critical thinking to produce alternative ideas or solutions. * Demonstrate effective team work and have an ability to informally train and mentor less experienced staff. * Ability to understand and read maps, diagrams and engineering/landscape drawings. * Ability to influence others based on technical or professional expertise\* * Ability to build and maintain effective networks and relationships. |
| **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 Officer**

All the following requirements are essential unless otherwise indicated by \*

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** | **Essential (E) / Desirable (D)** |
| HND qualified (or equivalent) in relevant subject plus experience in a similar role  **or**  Graduate entry level in relevant subject with sound understanding of flood risk management | (E)  (E) |
| **Experience** |  |
| * Experience in a relevant field demonstrating an understanding of flood risk, planning and drainage issues * Experience of working independently with relevant specialised systems, equipment and/or IT software relevant to the role\* * Experience of working independently with specialist advisers, consultants, partner organisations, and/or members of the public\* * Experience of presenting technical solutions and effective advice to various audiences and a wide range of stakeholders\* * Experience of the development management and policy planning processes relevant to the Lead Local Flood Authority, and effective communication and building relationships with Local Planning Authorities and flood risk management authorities\* * Experience of preparing technical reports and presenting complex information to a range of audiences\* | (E)  (D)  (D)  (D)  (D)  (D) |
| **Essential knowledge, skills & abilities** |  |
| * Up-to-date knowledge and understanding of relevant legislation, policies, guidance, principles, issues, and techniques relevant to flood risk management and the role. * Clear and robust understanding of the roles and responsibilities of flood risk management authorities and local planning authorities. * Ability to work in a methodical and organised way * Ability to work in partnership with other organisations, build and maintain effective networks and relationships * Analytical skills and problem solving capability with the ability to write reports or technical documentation * Excellent verbal and written communication skills with the ability to persuade and influence at all levels * Ability to present sensitive or contentious feedback, messages and data to various audiences and a wide range of stakeholders * Demonstrate the ability to work independently and within a team, effectively * Ability to formally monitor, train and mentor other professional staff\* * Demonstrate an understanding of the role of elected members\* | (E)  (E)  (E)  (E)  (E)  (E)  (E)  (E)  (D)  (D) |
| **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. * 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 | (E)  (E)  (E)  (E) |