

Job Description

Job Title: Senior Officer - Flood Risk (Projects)

Directorate: Place & Economy

Service: Planning, Growth and Environment

Reports to: Flood Risk Manager

Location: New Shire Hall, Emery Crescent, Alconbury Weald, Huntingdon, PE28 4YE

Grade: SO2 (Fixed term 24 months)

Salary for SO2: £34,834 - £36,648

Hours per week: Ideally 37 but can be flexible

Overall purpose of the job

The post holder will be an integral part of the team, getting involved in all aspects of the team's responsibilities. This will involve:

Carrying out investigations under section 19 of the Flood and Water Management Act 2010 and using this information to develop and deliver projects to manage the risk and/or consequences of flooding.

Support the day-to-day delivery of Cambridgeshire's flood risk management projects, seeking to deliver benefits to communities at risk.

Working closely with internal and external stakeholders, particularly the City and District Councils, Environment Agency, Internal Drainage Boards, and Water and Sewerage Companies, to deliver the range of duties and power the Council has in relation flood risk management.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	<p>Partnership working and project delivery</p> <ul style="list-style-type: none"> • Develop and maintain strategic partnerships with key stakeholders including City Council and District Councils, the Environment Agency, Internal Drainage Boards, Water and Sewerage Companies and other Lead Local Flood Authorities (LLFA). This includes supporting the Cambridgeshire and Peterborough Flood Risk Management Partnership. • Use project management skills to assist with the development and delivery of flood risk management schemes. This will include project reporting and communication of outcomes to key stakeholders. Projects range from community and property resilience, engineered resistance solutions, natural flood and water management and communication and awareness programmes.

2.	<p>Flood Investigations and Enforcement</p> <ul style="list-style-type: none"> Investigate flooding incidents and establish the relevant risk management authorities with whom to liaise regarding potential actions. Investigate potential breaches to relevant sections of the Land Drainage Act 1991. Liaise with the Principal Officer and the Business Manager to determine the need for enforcement action. Update and publish flood investigations on the County Council's website.
3.	<p>Land Drainage Consents</p> <ul style="list-style-type: none"> Process and determine applications for Land Drainage Consent under Section 23 of the Land Drainage Act 1991 (as amended by the Flood and Water Management Act 2010). Consult with relevant partners and process applications within the statutory time limit, in line with agreed Council policies. Where necessary, support Principal Officers with undertaking evidence gathering to support appeals and enforcement processes.
4.	<p>Communication, Reporting and Data</p> <ul style="list-style-type: none"> Use and maintain the flood team's database and GIS records as part of your daily work, to enable accurate data tracking, retrieval and management. Contribute towards the regular maintenance and review of the team Asset Register. Help to prepare and deliver presentations, reports, data and project plans. Respond professionally to enquiries from the public, from professional and private bodies and from Council Directors and Councillors by phone, letter and email, in line with corporate procedures. Contribute to annual service plans, corporate delivery plans and programmes for submission to Government by providing highlight report updates.
5.	<p>Equality and Diversity</p> <ul style="list-style-type: none"> To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Bachelor's degree; HNC; HND NVQ level 4 or equivalent in a relevant subject	flood risk, hydrology, environmental, engineering, planning or project management	Essential
Membership of a professional body/institute (e.g. CIWEM);	Chartered Institution of Water and Environmental Management	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Technical	<ul style="list-style-type: none"> Working knowledge of the Flood and Water Management Act 2010 and the Land Drainage Act 1991 Technical understanding of the need for land drainage consents and procedures Working knowledge of the planning process, the National Planning Policy Framework and its supporting Planning Policy Guidance. Understanding of the different types of sources and causes of flood risk Experience of project management and delivery Understanding of sustainable drainage systems (SuDS) 	Essential
	<ul style="list-style-type: none"> Understanding of the aims of Cambridgeshire County Council's flood and water policy and strategy documents. Awareness of Partnership Funding and the processes involved in funding flood risk management projects 	Desirable
Communication	<ul style="list-style-type: none"> Practical knowledge of working and negotiating with engineers, planning authorities, developers, members of the public and technical stakeholders. Ability to build networks of contacts and maintain effective relationships across local government and external partner organisations. 	Essential
Political Awareness	<ul style="list-style-type: none"> Understanding of local government practices and the role of elected members. 	Essential
Computer Literacy	<ul style="list-style-type: none"> Experienced in using relevant Microsoft Office packages. 	Essential
	<ul style="list-style-type: none"> Knowledge of using and interpreting Computer Aided Drawings Experience of using Geographical Information Systems 	Desirable

Skills		
Planning and Organising	<ul style="list-style-type: none"> • Ability to organise a variety of different workstreams, through prioritising and taking a methodical approach to tasks. • Ability to work well under pressure and tight deadlines • Reacts positively to problems and issues and develops solutions • Ability to manage own health, safety and wellbeing 	Essential
Communication and Influencing	<ul style="list-style-type: none"> • Ability to communicate effectively in different forms (including report writing and presentations) with various customers and professionals. • Ability to communicate appropriately regarding sensitive or controversial issues • Focuses on effective customer care and building partnerships 	Essential
	<ul style="list-style-type: none"> • Use of negotiation skills to achieve desired results and ability to influence and persuade others 	Desirable
Team work	<ul style="list-style-type: none"> • Proven ability to work in partnership with other organisations to develop and deliver effective services or solutions. 	Essential
Equal opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks