

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Flood and Water Support Officer

Place, Economy and Environment Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The purpose of this post is to provide technical support to the Flood and Water Management Team, to aid the Council in meeting its regulatory requirements in relation to flood risk, in particular its role as Lead Local Flood Authority (LLFA), as provided by the Flood and Water Management Act 2010 (FWMA), the Flood Risk Regulations 2009 and related regulations and guidance.

Whilst the role will be supporting all areas of the team, the main focuses will be on providing responses to enquiries, particularly from those affected by flooding, and on data management, essential to the effective delivery of this technical service.

Accountable to:

This role is accountable to the Flood and Water Team Manager, responsible for the direct line management of the Flood and Water Team (2 Senior Officers, 1 Officer and 1 Support Officer) and Innovative Flood Resilience Programme Manager. The role sits within Works, part of the Assets and Environment Service within Place, Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Be responsible for managing the Flood and Water team's database and GIS records, to enable accurate data tracking, retrieval, and management.
2. Be responsible for improving and updating the council's GIS-based record and register of Flood Risk Management Assets by interrogating existing information, liaising with partners to secure up to date data, and undertaking site visits and surveys to collect new data.
3. Provide responses to requests for flood risk information and data, and request new information as required by the team to manage flood risk.
4. Provide responses to general enquiries and reports of flood incidents, providing information on possible causes and sources of flooding and sharing guidance to encourage personal and community resilience.
5. Support the team in preparation of the strategies, plans and maps required under the FWMA, including an updated Local Flood Risk Management Strategy.
6. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
7. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
8. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) and Geographical Information Systems.	Essential	A, T, I
Ability to work well under pressure and often to tight and immovable deadlines	Essential	A, I
Strong analytical skills with the ability to analyse, translate, present, and disseminate complex information	Essential	A, I
Ability to communicate effectively and confidently in different forms (including report writing and presentations) with various customers and professionals	Essential	A, I
Ability and willingness to undertake travel to and within West Northamptonshire, and throughout the UK, where required for meetings and other work-related circumstances	Essential	A, I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A, I
Ability to organise a variety of different workstreams, through prioritising and taking a methodical approach to tasks	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Good understanding of hydrology, hydraulics, and geomorphology processes relevant to flood risk	Essential	A, I
Knowledge of current legislation relevant to flooding, drainage and the environment	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working in the field of Flood Risk Management, civil engineering, or environmental management	Desirable	A, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
NVQ 4 or equivalent in a relevant subject (i.e. BTEC Higher in Civil Engineering or equivalent qualification) or equivalent years' work experience in this field	Essential	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 hours	Primary work base:	One Angel Square, Northampton
Job family band:	Professional Support	Worker type:	Part-flexible
Salary range:	WNC Grade 4 £28,016 to £29,513	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

The role is carried out mainly desk based and part flexible basis which will include some home and office working. The individual will be able to work in a range of West Northants Council buildings but will primarily be based in One Angel Square, Northampton.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

