

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Innovative Flood Resilience Officer

### Assets and Environment, Place and Economy

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 Northamptonshire Innovative Flood Resilience project is one of 25 national Environment Agency funded projects. The aspiration of the Northamptonshire project is to trial new ways to improve flood resilience in two discrete catchments, at three levels: catchment, community and property level.

This is a 6-year project, led by West Northamptonshire Council, in partnership with North Northamptonshire Council, and in collaboration with a number of project partners that will deliver nature-based solutions / natural flood management, community resilience measures and property flood resilience, across the two catchments.

This role is for a project officer to support delivery of various elements of the project, with a focus on community flood resilience, working with the project partners and wider stakeholders. The role would suit anyone wanting to get experience in flood risk management and community engagement.

## Accountable to:

This role is accountable to the Resilience And Innovation (RAIN) Programme Manager working closely on a day to day basis with the RAIN project manager. It sits within the Flood and Water team at West Northamptonshire Council under the directorate of Place, Economy and Environment.

## Responsibilities:

1. Coordinate and lead community engagement activity including organising and running community based events (venues, support publicising, letters, facilities, equipment, refreshments etc), handling public queries about flood risk management, meeting parish councils and elected members to create buy-in from communities for the project.
2. Ensuring VIPs are engaged, ensuring the right level of engagement for each of the stakeholders continues throughout the length of the project to ensure parties are included and kept up to date.
3. Develop and maintain positive relationships with partners, stakeholders and the public, to maximise their engagement with and involvement in the project.
4. Produce information and documentation, such as reports, briefings and engagement materials. Work needs to be accurate and presented effectively so that it supports and enhances project activities.
5. Deliver discrete packages of work from the overall programme under the supervision of the Project Team, including leading engagement activity via various outputs.
6. Monitor progress of project – ensure engagement tracker and lessons learnt tracker are kept up to date. Contribute to weekly highlight reports and Monthly progress reports.
7. Seek opportunities for knowledge sharing, transformation and/or innovation in flood risk approaches and engagement

8. Responding to general enquires regarding flood risk, the management of risk and recommendations for flood resilience and carry out site visits when applicable to assess the extent of the issue and provide recommendations.
9. Responsible for collating, digitising and maintaining a range of data sets, including using Geographic Information Systems (GIS).
10. Update project website and online resources Manage, provide support to other colleagues and update the Project's Engagement HQ website, WordPress website, Teams, Mural.
11. Organise, attend and minute Steering Group meetings.
12. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
13. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
14. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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
Excellent organisational skills and ability to multi-task and prioritise work	Essential	A, I
Excellent interpersonal skills and the ability to constructively relate to a wide variety of people, such as councillors and senior managers.	Essential	A, I
Excellent written and verbal communication skills	Essential	A, I
Ability to present at and participate in meetings	Essential	A, I
Ability and willingness to undertake travel to and within Northamptonshire, and throughout the UK, where required for meetings and other work related circumstances	Essential	I
Be available to work evenings and weekends occasionally	Essential	I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I
Excellent problem solving skills	Desirable	A, I
Flexible to enable working in rapidly changing situations	Desirable	A, I
Good attention to detail	Desirable	A, I
Technical aptitude with the ability to quickly learn and apply new skills	Desirable	I

Knowledge:	Essential / Desirable	Measured by
Basic knowledge of physical geography and flood related matters	Essential	A, I
Good working knowledge of GIS applications (QGIS or equivalent)	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of being able to work on own initiative and as part of a team	Desirable	I
Experience of dealing with sensitive information in a confidential manner	Desirable	I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant subject (environment or science-based subject) or equivalent experience in industry	Essential	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:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square - Northampton
<b>Job family band:</b>	6	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£33,369 - £36,163	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

## 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.

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

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# 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.

