

JOB DESCRIPTION

Job Title: Senior Flood Risk Officer

Directorate: Place & Economy

Service: Planning, Growth and Environment

Reports to: Principal Flood Risk Officer / Flood Risk Manager

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

Grade: SO2

Salary for SO2: £34,834 - £36,648

Hours per week: Ideally 37 but can be flexible.

Overall purpose of the job

The Community Flood Action Programme is a county council funded programme to increase the county's resilience to flooding through improving access flood risk management information, data quality, guidance on asset management and the support available for local community flood groups.

The programme's outcomes are:

- Communities can access flood risk information more easily
- Communities can report flooding easily, with efficient back-office data collation.
- Communities in Cambridgeshire have flood groups and flood plans to aid local resilience and ensure increased positive engagement with RMAs.
- Improve the county's data on riparian owned drainage assets
- Riparian owners are more aware of their responsibilities and understand what maintenance of watercourses involves and who to ask for assistance.
- Riparian watercourses that were in poor condition during the Christmas floods are cleansed during 2021/22.

You will make the link between the team's flood investigations, consenting and enforcement activities, and the development of outputs that will assist with those statutory workstreams.

Main accountabilities

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1.	<p>Partnership working and project delivery</p> <ul style="list-style-type: none"> • Work with communities and councillors and with the Cambridgeshire and Peterborough Flood and Water Partnership (our strategic partnership including city and district Councils, the Environment Agency, internal drainage boards, water and sewerage undertakers and other Lead Local Flood Authorities) to support and deliver workstreams and share learning. • Project management the development and delivery of flood risk management projects specific to the Community Flood Action Programme. This will include procurement, project

	<p>reporting and communication of outcomes to key stakeholders. Projects range from community and property resilience; drainage engineering advice and solutions; natural flood and water management; communication programmes; and public website and reporting systems design.</p>
2.	<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 and the Business Manager with evidence gathering and preparations to support appeals and enforcement processes.
3.	<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.
4.	<p>Communication, Reporting and Data (cross-cutting)</p> <ul style="list-style-type: none"> • Use and maintain the Flood and Water team 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.

PERSON SPECIFICATION

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent qualification or sufficient evidenced technical work experience.	Undergraduate degree in any relevant subject (ideally a flood risk, environment, science or social science engagement-based subject, or project management)	Essential
Further work-based qualifications.	In flood risk management or related topics e.g. CIWEM chartership, or In project management e.g. Prince 2 or Agile	Desirable

Levels of knowledge, skills and experience required for this job:

Identify	Describe		Essential/ Desirable
Knowledge			
Legislation and policy	1.1	Working knowledge of the Flood and Water Management Act 2010 and the Land Drainage Act 1991 including the roles and responsibilities of different risk management authorities	Essential
	1.2	Good understanding of the planning process, the National Planning Policy Framework and its supporting Planning Policy Guidance.	
	1.2	Awareness of Partnership Funding and the processes involved in funding flood risk management projects	Desirable
Political awareness	2.1	Understanding of local government practices and the role of elected members.	Essential
Technical	3.1	Understanding of the different types of sources and causes of flood risk	Essential
	3.2	Understanding of the wide variety of factors affecting surface water flood risk	
Skills and Experience			
Organisation / project and programme management	4.1	Experience of project management and delivery including following procurement processes and ensuring projects are delivered to the agreed quality, scope, budget and timescales.	Essential
	4.2		

	4.3	Ability to organise a variety of different workstreams under pressure and to tight deadlines, through prioritising and taking a methodical approach to tasks. Reacts positively to problems and issues and develops solutions	
Leadership, communications, partnerships and influencing	5.1	Ability to communicate effectively in different forms (including report writing and presentations) with various customers and professionals.	Essential
	5.2	Ability to communicate appropriately with communities and Members regarding sensitive and/or controversial issues	
	5.3	Focuses on effective customer care and building partnerships with other organisations to develop and deliver effective services or solutions.	
	5.5	Use of negotiation skills to achieve desired results and ability to influence and persuade others	Desirable
Technical – Computer based	6.1	Experience of successful use of Microsoft Office packages and databases	Essential
	6.2	Experience of using Geographical Information Systems such as MapInfo, ArcGIS and/or QGIS.	Desirable
Additional requirements			
	7.1	Willingness to travel regularly for site visits and meetings across Cambridgeshire. Full driving licence or alternative means of accessing appointments in rural and urban locations	Essential