

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Flood and Water Team Manager

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 ensure the Council meets its regulatory requirements in relation to flood risk, in particular in 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.

Plan, lead and manage key projects, partnerships, and policy and delivery initiatives, including the Northamptonshire Innovative Flood Resilience Project, maximising external funding opportunities, to ensure a high quality of life for West Northamptonshire residents, to promote economic prosperity, and to ensure that the interests of West Northamptonshire are represented and safeguarded at the national, regional, sub-regional and local levels.

Accountable to:

This role is accountable to the Head of Works. This postholder will be 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. Develop the coordinated management of flood risk from surface water, groundwater, and ordinary watercourses. This includes the investigation and recording of flood incidents, and cooperation with relevant parties to provide and require information to manage flood risk.
2. Ensure the timely delivery, consultation, adoption and review of the strategies, plans and maps required under the FWMA, in particular putting in place an up-to-date Local Flood Risk Management Strategy, as well as Flood Risk Management Plans, Surface Water Management Plans, Strategic Flood Risk Assessments, Flood Risk/Flood Hazard Maps.
3. Manage the delivery of the LLFA's role as a statutory consultee for major development with respect surface water drainage. To include provision of technical advice on flood mitigation measures and on the adequacy/quality of site-specific Flood Risk Assessments that accompany planning applications.
4. Manage the delivery of the LLFA's role in regulating works to ordinary watercourses, including consenting works, enforcement action, and a review of Land Drainage Bylaws. Recruit, manage and develop the Flood and Water Management Team to maintain proper standards of service and to ensure delivery of the Council's role as a LLFA.
5. Maintain a record of Flood Risk Management Assets as well as a public register which would stand to public scrutiny.
6. Project management:
 - Manage the delivery of flood alleviation schemes. Bid for funding from external sources and lead the implementation of projects to reduce flood risk in West Northamptonshire.
 - Bid for resources and effectively manage the allocated budget for the delivery of the LLFA duties and projects, ensuring value for money.
7. Communications and engagement:

- Advise Members, officers, residents and others as appropriate on the causes, sources and potential solutions to flood risk in the local area. Provide advice to other council departments, and work on corporate projects as required.
 - Develop and maintain strategic partnerships and work with neighbouring authorities and other key stakeholders.
 - Represent the Council at national, regional, sub-regional and local levels for flood related matters.
 - Be abreast of national water and flood risk policy, guidance, trends, and government initiatives. Prepare senior management and member briefings on flood risk matters that relate to the Council
8. 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.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. 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.)	Desirable	A/T/I
Ability to present and report to senior management and wide range of stakeholders	Essential	A, I
Strong analytical skills with the ability to analyse, translate, present and disseminate complex information	Essential	A, I
Written and spoken English fluency	Essential	A, I
Demonstrable track record of excellent organisation, time management and attention to detail	Essential	A, I
Excellent interpersonal skills, listening and communication skills, including negotiating, influencing and challenging	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
Commitment to community empowerment, and experience in consulting and engaging with community representatives	Desirable	A, I
Ability to find creative and innovative solutions, make recommendations, and take decisions leading to positive action	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Significant knowledge and experience of flood risk management and LLFA duties	Essential	A, I
Applied working knowledge of the Flood and Water Management Act 2010, Flood Risk Regulations 2009 and Land Drainage Act 1991	Essential	A, I
Clear understanding of both national and local Government environment, political awareness and its major influences and challenges	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience in managing project and budgets in a complex partnership arena	Essential	A, I, D
Proven track record in developing and delivering innovative and effective projects and strategic working	Desirable	A, I
Experience of natural flood management, property flood resilience practices, and other forms of flood resilience measures	Desirable	A, I
Experience of managing teams	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of partnership working at a senior level	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant subject (civil engineering, environment, or science-based subject) or equivalent years' work experience in this field	Essential	A, D
Project Management qualifications e.g. Prince 2 or Agile	Desirable	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 9 £46,878 to £50,077	Budget responsibility:	Yes
People management responsibility:	Flood and Water Team (2 senior officers, 1 officer and 1 support officer) and Innovative Flood Resilience Programme Manager		

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.

