

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Flood Risk Officer: Investigations

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 assist in the delivery of the council's duties as Lead Local Flood Authority, under the Flood and Water Management Act, with a particular focus on the duty to investigate flood incidents.

The role will require undertaking detailed investigations into significant incidents, as well as providing bespoke advice to those affected by minor incidents. This will include working with affected communities to promote personal and community resilience. Where investigations identify the need for further work, the post-holder will work with partners and colleagues to bring forward the required improvements in order to reduce the risk and impact of flooding in West Northamptonshire. This may involve undertaking enforcement action, where flood risk is increased by unauthorised activity

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. Lead on the delivery of formal investigations into significant flood incidents, developing and improving on the service provided to those affected. This will require working with partners to:
 - meet with and survey affected communities post-incident,
 - determine the cause of the flooding and who is responsible,
 - provide recommendations of actions needed to minimise the flood risk/impact,
 - prepare flood investigation reports to be consulted on and published,
 - engage with the affected communities to ensure they are aware of the outcomes and recommendations of the reports, and to promote personal and community resilience, and
 - ensure those with flood risk management responsibilities associated with a flood incident are aware of these duties and the outcomes and recommendations of the reports.
 - Where appropriate, procure consultants to undertake detailed studies and modelling, to improve understanding of flood risk and identify potential solutions or measures to reduce risk.
2. Investigate and report on suspected unauthorised activity relating to ordinary watercourses. Gather evidence to support enforcement processes and represent the Council in any associated court proceedings. Liaise with landowners and third parties to ensure they meet their riparian responsibilities, and that those responsible for unlawful works repair, address, or pay to put them right.
3. Work with colleagues and partners in emergency planning to inform and improve the emergency response to flood incidents in West Northamptonshire.
4. Support the Team Manager in the delivery and project management of flood alleviation schemes and project, including bidding for external funding.
5. Develop and maintain strategic relationships with key stakeholders including the Environment Agency, Internal Drainage Boards, Water and Sewerage Undertakers and other Lead Local Flood Authorities.

6. Respond professionally to enquiries from the public, media, private bodies, Directors and Council members by phone, letter, and email, in line with corporate procedures. Prepare and deliver presentations, reports, data, project plans for internal and external meetings.
7. Use and help maintain the Flood and Water team's database and GIS records as part of your daily work, to enable accurate data tracking, retrieval, and management.
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.) 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 organise a variety of different workstreams, through prioritising and taking a methodical approach to tasks	Essential	A, I
Ability to communicate effectively and confidently in different forms (including report writing and presentations) with various customers and professionals including risk management authorities, land owners, members of the public and technical stakeholders	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 find creative and innovative solutions, make recommendations, and take decisions leading to positive action	Desirable	A, I
Ability to build networks of contacts and maintain effective relationships across local government and external partner organisations	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of hydrology, hydraulics, and geomorphology relevant to drainage and flood risk	Essential	A, I
Good understanding of the Flood and Water Management Act 2010 and the Land Drainage Act 1991	Essential	A, I
Knowledge of principles of good project management	Desirable	A, I, D
Working knowledge of local government practices	Desirable	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 of working in the field of flood risk management or civil engineering	Essential	A, I, D
Experience of engagement with customers and stakeholders, including attending meetings and exhibitions.	Essential	A, I
Experience of enforcing unlawful works	Desirable	A, I
Experience of working in partnership with several different groups of stakeholders to investigate flood and/or water management issues and/or solutions	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
Chartered member of, or working towards chartership with, a professional institution such as ICE or CIWEM	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 8 £40,316 to £43,675	Budget responsibility:	Yes
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.

