

Title Principal Flood Risk Management Officer	Department Place	Post Ref.
Job Purpose To develop, manage and monitor flood risk management systems, processes and strategy working in a partnership environment, collaborating with District Councils, the Environment Agency, Internal Drainage Boards, Water Companies and Emergency Planning. To manage complex flood risk management studies with multiple partners, stakeholders and the public across Nottinghamshire.		
Key Responsibilities <ol style="list-style-type: none"> 1. To manage the development and delivery of flood risk management strategies and plans, working with multiple stakeholders and consulting with Elected Members, relevant stakeholders and the general public. 2. To manage the Local Flood Risk Management Strategy Investment Programme and associated external funds to ensure maximum spend is achieved as well as value for money in the actual delivered programme. 3. To advise on the development of strategic highway drainage policy for the authority and to provide drainage advice for internal and external stakeholders. 4. To work closely with other partners and agencies to deliver a joined up approach and effective joint working to improve flood risk management and drainage infrastructure performance, leading partnership groups and projects where required. 5. To implement systems, processes and procedures relating to flood risk management and drainage arising from recommendations from both within the county council and arising from external reports and legislation such as the Flood and Water Management Act. 6. To project manage the development of complex and multi 	Key Accountabilities <ol style="list-style-type: none"> 1. To monitor and adjust the programme to ensure delivery of the objectives and outcomes as agreed within flood risk management strategy documents. 2. To undertake detailed (monthly) financial monitoring of spend versus budget across flood risk management measures programmes. 3. To act as a Project Manager on multiple objective and stakeholder projects. 4. Effective supervision of staff associated with the implementation of flood risk management and land drainage duties. 5. To attend public meetings and work with local communities to represent the County Councils interests. 6. Advise the Flood Risk Manager, Group Manager, Service Director and Members on issues that could affect flood prevention and drainage infrastructure, and the authorities approach to flood risk management. 7. To ensure accurate and validated data/information is available for input/output and is appropriately 	

<p>objective flood risk management plans and strategies, taking a collaborative multi-agency approach, working with organisations with conflicting priorities and business drivers and the general public.</p> <ol style="list-style-type: none"> 7. To identify and secure funding for flood risk management proposals including studies, maintenance and capital works and in particular to look for innovative funding solutions and multi-agency contributions. 8. To work with Communications and Marketing to create effective communication strategies and author flood risk management webpage's. 9. To represent the Flood Risk Management function with relevant stakeholder groups, including the multi-agency Local Resilience Forum and County Planning groups. 10. To have an overview of drainage maintenance activities and drainage improvements carried out by the county council. 11. To lead on the investigation of and identification of solutions for complex and significant highway drainage and community flooding problems including the appointment and management of consultants for the production of flood risk management plans. 12. To provide flood risk management advice and comment on the implications of new developments to the Spatial Planning Team and Local Planning Authorities at both a strategic and site level. 13. To develop and manage policies and procedures for Sustainable Drainage Systems (SUDS). 14. Develop, commission and prioritise drainage improvement schemes linked to the Authority's Transport Asset Management Plan including bidding for and allocating capital and revenue funds. 	<p>administered.</p> <ol style="list-style-type: none"> 8. To ensure a coordinated implementation of flooding and drainage information across the department. 9. To ensure geospatial, asset, financial and project based problems and issues are identified and effectively resolved. 10. To support other members of the team, including the team leader as and when necessary, including production of presentations, deputising at meetings, staffing exhibitions, etc.
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- 15.To act as an Advisor to the Strategic Flood Risk Management Board for Nottinghamshire.
- 16.To act as a lead officer co-ordinating the Local Flood Risk Management Steering Group.
- 17.To work with the Emergency Planning and other relevant internal teams on matters relating to drainage and flood risk management.
- 18.To liaise with other Lead Local Flood Authorities to share experience and best practise, contributing towards the efficiency of the Flood Risk Management team.
- 19.To develop and deliver the provision of efficient and customer focussed services in partnerships with users and suppliers and in accordance with the service plan and principles of value for money. In particular ensure that continuous improvement is achieved through the performance management process.
- 20.Negotiate on behalf of and represent the Department and Authority at local, regional and national level in connection with the post holder's field of work.
- 21.Ensure that procurement and delivery of the services and contracts and subsequent variations accord with the Council's Financial Regulations, EU legislation and PFI rules.
- 22.Advise on the implications of relevant new legislative proposals/statutory requirements and the effects for the Council and business.
- 23.Recruit, motivate and develop staff individually and collectively to improve service delivery and provision.
- 24.Contribute to the implementation of service reviews, business plans and projects connected with the services provided.

25. To provide specialist flood risk management and drainage advice to special/major projects across the division as required.	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Degree or equivalent qualification in Civil Engineering or appropriate discipline. 2. A chartered member of the Institution of Civil Engineers, Chartered Institution of Water and Environmental Management or similar organisation, or suitable significant experience and Incorporated Engineer Status. 3. Evidence of continuous professional development. 4. Extensive knowledge of flood risk management and land drainage legislation and relevant policies and standards. 5. Good understanding of highways planning and drainage legislation and highway drainage design and standards. 6. Good understanding of land use planning and development processes and drivers at both a strategic and site specific level. 7. Specialist technical expertise in the areas of flood hydrology, hydraulic modelling, options appraisal, flood risk management strategy and policy development and Geographical Information Systems. 8. An extensive understanding of the drainage and surface 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. Ability to manage and motivate a cross organisational project team. 6. Ability to communicate and negotiate with a wide range of audiences in a confident, clear and personable manner. 7. Able to work effectively as a member of a team, and collaboratively across teams. 8. Ability to work with minimal supervision. 9. Ability to organise and forward plan work.

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<p>water management responsibilities of Severn Trent Water, the Environment Agency, District Councils and Internal Drainage Boards.</p> <p>9. Knowledge of the local government emergency planning role.</p> <p>10. An understanding of implications of public sector funding and accounting.</p> <p>11. A good knowledge of the principles and practice of people, performance, risk and service management.</p> <p>12. A sound knowledge of health and safety within a large organisation.</p> <p>13. A knowledge of collaborative working techniques.</p> <p>14. A good knowledge of government and partner agency funding mechanisms, and planning contribution funding opportunities, in order to develop innovative funding solutions for projects.</p>	<p>10. Demonstrates the necessary skills to represent the Authority effectively at meetings with external stakeholders, and communicate extensively with the media including newspapers, TV and radio.</p> <p>11. Able to deliver an effective service by meeting agreed targets through the mobilisation of the financial, information, physical and human resources available.</p> <p>12. Able to improve services through supporting diversity in the workplace and by taking account of diversity issues in working practices.</p> <p>13. Full current UK/EU driving licence.</p>
<p>Experience</p> <p>1. Minimum of 5 years post qualification experience in highway maintenance or drainage/ flood risk management and/or managing highway assets.</p> <p>2. Experience in problem solving and delivering innovative solutions.</p> <p>3. Experience of managing staff, and partnership working and delivering partnership outcomes, across organisations with conflicting priorities and business drivers.</p> <p>4. Significant experience in commissioning consultants and in managing significant and complex multi stakeholder projects.</p>	

5. Experience of handling diverse and competing priorities within a constantly changing and politically sensitive environment.
6. Experience of information technology (including GIS) and how it can be used to enhance business delivery.
7. Developing and controlling work programmes and budgets.

Role Dimensions

1. The post holder will be part of a team responsible for reducing flood risk to all the communities of Nottinghamshire and as such will help control strategically all the county councils investment in drainage and flood alleviation which currently includes the £2.5 million highway drainage budget, and £0.5 million per year local levy funding.
2. The post holder will assist in the management of the county capital flood alleviation budget which is currently £0.5 million per year and land drainage budget and will be expected to assist managing monies from central government and securing maximum available external funding to support the council's priorities and programmes.
3. Work with and report to Committees, senior politicians and managers to agree both programme and scheme proposals.
4. Develop policies, standards, programmes and good practice across a broad range of flood risk management and land drainage topics.
5. Consult widely to develop, review and ensure support for strategies, objectives, targets, programmes and individual schemes.
6. The role will involve close working with managers from the Environment Agency, Severn Trent Water, District Councils and the internal drainage boards in Nottinghamshire to influence all drainage/flood alleviation investment in Nottinghamshire which could be in the region of £20 million per year.
7. Act as deputy for the Flood Risk Manager.
8. Supervise up to 2 Drainage Officers, 2 Technical Officers and support staff as required on specific projects.
9. Act as a Project Manager on multiple objective and stakeholder projects, including managing internal and external staff members working for consultancies and relevant stakeholders and Elected Member involvement.

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10. The role will also develop policies, processes and systems to enable the County Council to act as the SAB (SUDS Approval Body) which is currently expected to come into existence in 2014 and which will approve and manage all applicable sustainable drainage systems submitted by developers alongside planning applications in Nottinghamshire.
11. The breadth of the role is significant and covers highways and municipal engineering and representing all the authority's interests and responsibilities both as a highway authority, lead local flood authority, drainage authority and as a land and asset owner. The post will have a significant impact in reducing the impact on people, homes and businesses from flooding, such as that which occurred in 2007, 2012 and 2013 as well as encouraging communities to become more self-resilient..

Please attach a structure chart

Date 16.08.2017