

Title Land Drainage Officer	Department Place	Post Ref. 3429
<p>Job Purpose <i>To investigate drainage and flooding problems and to inspect and record information on watercourses.</i></p> <p><i>To take a lead role in providing excellent customer service across the county whilst managing expectations. To manage, direct and monitor the Land Drainage Budget. To assist in managing complex flood risk management studies with multiple partners, stakeholders and the public across Nottinghamshire.</i></p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To be empathetic when speaking with emotional people who have experienced traumatic flooding events. 2. To undertake often complex investigations concerning flooding, identifying the cause and responsible authority specifically in accordance with the requirements of the Flood and Water Management Act 2010 to produce Section 19 reports. 3. To direct and coordinate contractors or other organisations as necessary to implement long term solutions and ensure the safety of the public, residential and business property is not compromised including responding outside normal working hours. 4. To use innovative and creative ideas to overcome often-complex problems, including emergencies, where often there are no set procedures to follow to overcome potentially dangerous and hazardous situations. Directing contractors to carry out any remedial work required, supervising on site and inspecting once completed. 5. To direct the Authorities Drainage Response Team when required, prioritising their workload and managing the 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To take a major role in the development of the county council's strategy, action plans and performance management criteria to improve flood risk management and drainage infrastructure performance for Nottinghamshire. 2. To be the customer interface for the County Council for Flood Risk Management on technical matters. 3. To form constructive relationships, encouraging partnership working and promoting the County Council and its role as Lead Local Flood Authority. 4. To develop and improve the communication of Flood Risk related matters many of which can be very sensitive and emotive in nature, having particular regards to elected MP's and Members. 5. Be an integral part of the County Councils emergency response relating to flooding incidences. 6. To accurately process Land Drainage Consent applications and their associated fees. 	

<p>associated Land Drainage budget (approx £100K).</p> <ol style="list-style-type: none"> 6. To advise the Flood Risk Manager and Principle Flood Risk Management Officers on specialist technical matters relating to Flood Risk Management studies. 7. To provide specialist technical advice and responses regarding a wide range of complex issues related to flooding and drainage. The advice is provided at all levels to a wide and varied audience including the general public, MPs, Members, private and voluntary sectors. 8. To undertake programmed and ad-hoc inspections of surface water drainage systems and other bodies of water, programming and ordering work to repair defects in accordance with pre-determined policies, priorities and financial constraints in accordance with the council's responsibility as a Lead Local Flood Authority. 9. To use a high level of technical knowledge to ensure compliance with the issue of land drainage consents on Ordinary Watercourses issued in accordance with the requirements of the Land Drainage Act 1991. 10. To inspect and identify using a high level of technical knowledge and experience, structures and features that affect flooding that need to be designated in accordance with the requirements of the Flood and Water Management Act 2010. 11. Carry out inspections and assessments of Sustainable Urban Drainage Systems (SUDS) during development planning, offering technical advice and comments required by developing national guidance and SUDS legislation. 12. To communicate clearly and accurately by varying methods matters relating Land Drainage and Highway Legislation and Riparian Rights. 	<ol style="list-style-type: none"> 7. To control the land drainage budget (100K) keeping records and reviewing monthly to monitor expenditure. 8. To accurately procure goods and services in accordance with NCC procurement regulations. 9. To negotiate contracts and services from external companies. 10. To travel safely across the county using a works vehicle frequently covering long distances and for prolonged journey times. 11. To ensure that data collected during investigations is recorded accurately so as to be clearly available for future use. 12. To ensure the continued good upkeep and condition of a works vehicle. 13. To ensure compliance with relevant health and safety legislation for yourself and any accompanying persons during on site investigations which will regularly include working close to deep bodies of water, in locations that are unhygienic and lifting of heavy manhole covers. 14. To prepare, organise and manage a drainage asset register of significant structures and features that have an impact on flood risk management in Nottinghamshire and a record of the state of repair and ownership of those structures and features
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<p>13.To ensure compliance with relevant statutory regulations contained within the Land Drainage Act 1991 and the Highways Act 1980 using enforcement where necessary, ensuring that records are accurate, legal officers are consulted and procedures are correctly followed.</p> <p>14.To sustain and improve good working relationships with MPs, Members, District and Parish Councillors, the general public and other external and internal bodies/partners and achieve as far as possible positive outcomes to drainage related issues and to promote the Flood Risk Management Team at internal/external working groups and meetings.</p> <p>15.To manage the Authorities pumping stations and associated budget (approx. 80K), negotiating and procuring service contracts, identifying faults, procuring work and instructing maintenance engineers as required responding to call outs as necessary.</p> <p>16.To continually assess and improve the efficiency of the role. Implementing changes where necessary to increase productivity and ensuring planned outcomes are achieved.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p><i>Person Specification</i></p>

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<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. A minimum of 5 GCSE's (Grade A-C) or equivalent including Maths and English. Evidence of continuous professional development. 2. A comprehensive understanding of IT packages including Microsoft Office. 3. An excellent working understanding of GIS systems and software. 4. A proven understanding of Flood Risk Strategy and Policy at both a National and Local level. 5. Considerable depth of knowledge and understanding of Flood Risk and Land Drainage legislation and highway drainage design and standards. 6. An extensive understanding of the drainage and surface water management responsibilities of Severn Trent Water, the Environment Agency, District Councils and Internal Drainage Boards 	<p><i>Personal skills and general competencies</i></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. A proven ability to plan and coordinate own work load, working on own initiative and with minimal managerial direction 6. Proven ability to prepare reports and other written information clearly and accurately. 7. Highly developed negotiating, persuading and influencing skills. 8. Excellent verbal and written communication skills. 9. Very good numeracy skills, including an aptitude for budget monitoring and control. 10. To be proficient in the use of Procurement techniques including using BMS. 11. An established ability to deal effectively with the public and organisations on technical and sometimes emotive flooding matters
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Minimum of 5 years' experience covering a broad range of complex and technical highways or drainage related issues/requests from a wide range of sources. 2. 5 years or more relevant experience working in a Local Authority. 3. Proven experience in processing and investigating complaints. 4. Substantial experience in dealing with external representatives, commercial enterprise, voluntary organisations, district councils, elected MP's, Members and the general public. 	

<p>5. Established experience of dealing with emotional and challenging people.</p> <p>6. Proven engineering/construction and problem solving experience.</p>	<p>12.To be able to represent Flood Risk Management and the Authority at internal and external meetings, providing specialist technical information and response on a broad range of drainage/flooding related issues.</p> <p>13.An ability to design and/or implement small drainage projects/schemes</p> <p>14.Proven high level ability to provide/deliver a clear and logical approach to problem solving.</p> <p>15.An exceptional understanding of Health and Safety Legislation related to the role.</p> <p>16.To have a high level of concentration when working in hazardous locations.</p> <p>17.To have a good level of physical fitness.</p> <p>18.Full Current UK/EU Driving Licence</p> <p>19.An understanding and commitment to the County Council's equal opportunities policy</p>
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Role Dimensions

The post holder will be part of a team responsible for reducing flood risk to all the communities of Nottinghamshire and as such will assist in the control 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.

The post holder will assist in the management of the county capital drainage budget which is currently £0.5 million per year. The role will involve close working with staff from the Environment Agency, Severn Trent Water, District Councils and the 4 Internal drainage boards in Nottinghamshire to influence all drainage/flood alleviation investment in Nottinghamshire which could be in the region of £10 million per year. The post holder will work on our new land drainage duties.

The breadth of this role is significant and covers highways and municipal engineering and representing all the authority's interests and responsibilities both as a highway authority, drainage authority and as a land and asset owner. The post will have a significant impact in reducing the potentially huge damage from flooding as occurred in 2007, 2012 and 2013 as well as reducing the impact on people, homes

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and businesses whilst encouraging communities to become more self-resilient.

Please attach a structure chart

Date 12/05/17

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