

<b>Title</b> <b>Principal Flood Risk Management Officer</b>	<b>Department</b> <b>Place</b>	<b>Post Ref.</b>
<b>Job Purpose</b> 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.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. To advise on the development of strategic highway drainage policy for the authority and to provide drainage advice for internal and external stakeholders.</li> <li>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.</li> <li>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.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To monitor and adjust the programme to ensure delivery of the objectives and outcomes as agreed within flood risk management strategy documents.</li> <li>2. To undertake detailed (monthly) financial monitoring of spend versus budget across flood risk management measures programmes.</li> <li>3. To act as a Project Manager on multiple objective and stakeholder projects.</li> <li>4. Effective supervision of staff associated with the implementation of flood risk management and land drainage duties.</li> <li>5. To attend public meetings and work with local communities to represent the County Councils interests.</li> <li>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.</li> </ol>	

<ul style="list-style-type: none"> <li>6. To project manage the development of complex and multi-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.</li> <li>7. To identify and secure funding for flood risk management proposals including studies, maintenance and capital works and to look for innovative funding solutions and multiagency contributions.</li> <li>8. To work with Communications and Marketing to create effective communication strategies and author flood risk management webpages.</li> <li>9. To represent the Flood Risk Management function with relevant stakeholder groups, including the multi-agency Local Resilience Forum and County Planning groups.</li> <li>10. To have an overview of drainage maintenance activities and drainage improvements carried out by the county council.</li> <li>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 to produce flood risk management plans.</li> <li>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.</li> <li>13. To develop and manage policies and procedures for Sustainable Drainage Systems (SUDS).</li> </ul>	<ul style="list-style-type: none"> <li>7. To ensure accurate and validated data/information is available for input/output and is appropriately administered.</li> <li>8. To ensure a coordinated implementation of flooding and drainage information across the department.</li> <li>9. To ensure geospatial, asset, financial and project-based problems and issues are identified and effectively resolved.</li> <li>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.</li> </ul>
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<p>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> <p>15. To act as an Advisor to the Strategic Flood Risk Management Board for Nottinghamshire.</p> <p>16. To act as a lead officer co-ordinating the Local Flood Risk Management Steering Group.</p> <p>17. To work with the Emergency Planning and other relevant internal teams on matters relating to drainage and flood risk management.</p> <p>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.</p> <p>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. Ensure that continuous improvement is achieved through the performance management process.</p> <p>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.</p> <p>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.</p> <p>22. Advise on the implications of relevant new legislative proposals/statutory requirements and the effects for the Council and business.</p>	
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<p>23. Recruit, motivate and develop staff individually and collectively to improve service delivery and provision.</p> <p>24. Contribute to the implementation of service reviews, business plans and projects connected with the services provided and income generation.</p> <p>25. To provide specialist flood risk management and drainage advice to special/major projects across the division as required.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<i>Person Specification</i>	
<i>Education and Knowledge</i>	<i>Personal skills and general competencies</i>
<i>Experience</i>	<div><div>1.</div><div>A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</div></div> <div><div>2.</div><div>Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</div></div> <div><div>3.</div><div>Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</div></div> <div><div>4.</div><div>Ability to meet agreed objectives and delivery targets by the effective use of resources.</div></div>
<i>Role Dimensions</i>	

Date 12/06/2019