

# JOB DESCRIPTION

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| **Post Title:** | Senior Flood Risk Officer | **Department / Service:**  | Environment, Road and Facilities – Flood Risk and Infrastructure |
| **Hours:** | 37 hours per week | **Level:** | G08 |
| **Location:** | Hybrid | **Job Evaluation Number:**  | SL2042 |
| **Responsible to:** | Flood Risk and Infrastructure Manager  | **Responsible For: (Staff)** | 5 |

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| **Job Purpose:** |
| Responsible for a flood risk team to manage all aspects of flood risk including holistic flood risk assessment, indentifying high flood risk areas and managing the Flood Risk & Infrastructure Groups response to a flood event. Also responsible for implementing a flood risk asset management system and ensuring the Council implements and fulfils its duties and responsibilities under the Flood Risk Regulations and Flood and Water Management Act. |

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| **Duties and Responsibilities - Job Specific** |
|  | Take a lead role managing the adoption of the Council’s Local Flood Risk Management Strategy in line with the requirements of Welsh Government’s National Strategy for Flood and Coastal Erosion Risk Management in Wales and other associated documents. |
|  | Responsible for ensuring Conwy deliver their Annual Action Plan in relation to Flood Risk Management and ensuring the Welsh Government are kept informed of the progress. |
|  | Lead officer for assisting other local authorities in the delivery of their Strategies and Action Plans. |
|  | Organise and Chair project meetings with other departments, external organisations and stakeholders to implement new flood risk management procedures as required by the Flood and Water Management Act.  |
|  | Communicate on a regular basis with external stakeholders, including the general public and councillors, to provide progress updates and information relating to the progress and development of the Flood Risk Management project.  |
|  | Setup procedures for all Flood Risk Management duties identified in the Flood & Water Management Act and Flood Risk Regulations. |
|  | To assist with managing the work of the Flood Risk & Infrastructure team and be responsible for checking the work of other members of the team. |
|  | Manage all incoming and outgoing correspondence in relation to the Flood Risk Management and develop a new map based interactive website that members of the public and developers can use to identify flood risk areas within the Authority.  |
|  | Work closely with the Development and Building Control Manager to identify and agree the best approach for creating a Sustainable Urban Drainage Systems (SUDS) Drainage Board to check, approve and adopt future SUDS through the development control process. |
|  | Design and manage a new asset management system for all CCBC flood risk assets, historical flood events, ordinary watercourse consent applications, asset inspections and third party flood risk assets. |
|  | Collate all historical flooding data, flood risk assets, completed schemes and ensure the information is available as part of the corporate mapping system. |
|  | Ensure that post storm flood investigations are carried out in a timely manner and when required produce press statements for the Corporate Press Officer.  |
|  | To provide advice and recommendations to the Flood Risk and Infrastructure Manager on all aspects of engineering and operational matters. |
|  | To undertake the role of Flood Duty Officer. |
|  | Provide advice and guidance to assist other members of the Flood Risk and Infrastructure Group to help deliver their projects within timescale and budget. |
|  | Overseeing delivery across a range of modelling and mapping projects, monitoring technical and commercial performance of projects. |
|  | Involvement in bids to other local authorities as lead for flood risk management projects to high competitive standards to generate additional income for the Flood Risk and Infrastructure Group. |
|  | Identify external funding sources for flood risk management projects. |
|  | Develop a hydraulic modelling team for the productions of Flood Risk Management Plans, Hazard mapping, 2D/3D flood risk studies and base models for the production of Project Appraisal Reports. |
|  | Responsible for managing the flood risk management budget and reporting expenditure to Welsh Government on annual basis. |
|  | Responsible for developing and implementing a time management system for the Flood Risk and Infrastructure Group. |
|  | Responsible for reviewing all Conwy Flood Risk Asset Inspections, ensuring they are logged, assessed and an appropriate maintenance schedule is in place. Also responsible for ensuring all assets are appropriately risk assessments and conform to Health & Safety Guidelines. |
|  | Responsible for ensuring flood risk investigations are completed in accordance with the Conwy Local Flood Risk Management Strategy and reports are made available to the public. |
|  | To complete all necessary paperwork relating to timesheets. |
|  | Carry out Personal Development Reviews and return to work interviews for staff within the team.  |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

 **Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Senior Flood Risk Officer**

**Date: July 2022**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | BTEC HNC/HND in Civil Engineering (or relevant qualification). | AF/I | E |  |
| Degree in Flood Risk Management (or relevant qualification) | AF/I |  | D |
| The postholder will require extensive proven experience at a detailed level as well as at a strategic level, over a number of years dealing with flood risk management including drainage design, river modelling and hydrology. | AF/I | E |  |
| Chartered Engineer, or working towards becoming Chartered through a professional institution. | I |  | D |
| Extensive AutoCAD and GIS Mapping software experience. | AF/I | E |  |
| Experience in the creation of websites and databases. | AF/I | E |  |
| Comprehensive understanding of the Flood Risk Regulations and Flood and Water Management Act. | AF/I | E |  |
| Relevant flood risk management experience.  | AF/I | E |  |
| Ability to carry out hydraulic assessments of catchments and to use the Flood Estimation Handbook or similar to derive flow rates and return periods. | AF | E |  |
| Experience in creating and running hydrological models using appropriate software.  | AF/I | E |  |
| Ability to organise and Chair meetings effectively.  | AF/I | E |  |
| Be able to create and review reports to a high quality of standard and ensure consistency in the team. | AF/I | E |  |
| Ability to work with other Local Authorities and assist them with all aspects of Flood Risk Management. | AF/I | E |  |
| Excellent team management skills including ability to lead a diverse team on all aspects of flood risk management and assist team with a caring, professionalism and confidential manor. | AF/I | E |  |
| Ability to manage finances from within own budget and to produce work for other local authorities within agreed budget. | AF/I | E |  |
| Ability to work under pressure to complete deliverables and adhere to deadlines. | AF/I | E |  |
| Excellent organisational skills including an ability to manage own workload and plan activities. | AF/I | E |  |
| Customer focussed, with excellent communications skills, both written and verbal. | AF/I | E |  |
| Understanding and experience of delivering projects using process-based methods for effective project management such as PRINCE 2. | AF/I | E |  |
| Work programming to achieve deadlines. | I | E |  |
| Ability to produce and deliver customer aimed visual presentations. | AF/I | E |  |
| Excellent personal motivation and enthusiasm for completing assigned tasks. | AF/I | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Supervision & Management** | Ability to work alone and in a team environment with the strength of character to negotiate with and direct others. | I | E |  |
| Effectively direct and motivate staff and obtain their support and co-operation. | I | E |  |
| Support and advise staff on project related issues.  | AF/I | E |  |
| **Creativity & Innovation** | Demonstrate a logical approach to and understanding of three-dimensional concepts. | I | E |  |
| Ability to research and organise information for inclusion in and reports and if necessary implement changes on how we collate, record and publish flood risk data. | AF/I/R | E |  |
| Ability to assist in emergency situations. | I | E |  |
| **Contacts &** **Relationships** | Excellent interpersonal skills and an ability to communicate effectively, in both written and verbal form with staff, Elected Members, external organisations and the general public. | AF/I | E |  |
| Good working relationships maintained with Welsh Government, other National and/or Regional Agencies, Boards, Partnerships, Contractors and Consultants, Town and Community Councils, Voluntary Organisations and residents and service users. | AF/I | E |  |
| Ability to integrate into and work effectively within a team environment. | I | E |  |
| Be well presented and able to represent the Project Team as required. | I | E |  |
| **Decisions / Recommendations** | Decide how and when to publish flood risk information to the general public.  | I | E |  |
| Ability to make recommendations to the Flood Risk and Infrastructure Manager on all aspects of flood risk management.  | AF/I/R | E |  |
| Make recommendations on what IT systems should the Council use to collate, record and publish flood risk data.  | AF/I | E |  |
| **Resources** | Responsible for the safekeeping of Council equipment - PC, camera, GPS unit, mobile phone, portable hardware equipment and office vehicle. | I | E |  |
| Keyholder for Mochdre Offices  | I | E |  |
| **Physical Demands** | Must have physical fitness appropriate to the range of duties as described within the job description and be able to work at weekends and during the evening if required. | I | E |  |
| The ability to carry out site inspections. | I | E |  |
| The duties of the post will involve work outside normal working hours. | I | E |  |
| The post-holder will be required to respond to emergency arrangements. | I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)