

Job description & person specification

Job Description

Job title

Flood Risk Management Officer

Service

Community

Grade

Grade G

Salary

£34,526 to £37,004

Responsible to

Biodiversity Officer

Location

Hybrid and flexible working arrangements with office base at Civic Offices, Fleet

Job summary

As Flood Risk Management Officer this role will provide support and expert advice on matters relating to flood risk in the district, manage the council's flooding and drainage assets, and also assist the Council's Civil Emergency Planning team.

You will support the delivery of service plan actions relating to the Council's drainage and water environment asset management, direct drainage asset works, and manage consultants/contractors as required.

You will provide technical advice and recommendations on planning applications and policies and development proposals with regard to local flood risks in order to meet service standards and to ensure council compliance with statutory, regulatory and professional requirements.

The post holder would be expected to work collaboratively with internal and external partners, such as flood risk management authorities, to support partnership working

The post holder will also respond to enquiries from customers, stakeholders and developers and providing general advice internally and externally.

To ensure that services are delivered in a way that achieves the Council's Corporate Plan objectives and the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Main responsibilities & activities

1. To provide expert comments on relevant planning applications; provide adequate feedback and work with developers to consider appropriate sustainable drainage, flood mitigation, and relevant contributions as necessary.
2. To develop, coordinate and deliver the Council's drainage asset programmes to achieve agreed objectives. Direct drainage asset management works within agreed budgets.
3. To provide flood risk and drainage advice to residents, members, and work collaboratively with officers on projects that may have flood or drainage impacts.
4. Manage and oversee the maintenance of the councils water environment asset, including the monthly, 12-month and 10-year inspections of Fleet Pond Reservoir.
5. Attend the Operational Health and Safety Panel and ensure the waterside working risk assessments are kept up to date.
6. Liaise with regional flood authorities (Lead Local Flood Authority, Environment Agency, Highways Authority, Water Companies) to ensure co-ordinated response and solutions to flooding incidents and both pro-active and re-active flood management.
7. You will support the Council's Emergency Planning function, helping to ensure the Council complies with its statutory responsibilities with regard to emergency planning and preparedness.

Standard Clauses

- To provide high levels of customer service for our residents, staff, managers and external partners, so that they are made to feel warm, welcome, wanted and cared for. To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification



Job title

Flood Risk Management Officer

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education & qualifications	Education to degree level or HND/HNC in an environmental discipline	Member of professional body Evidence of personal commitment to continuous professional development (CPD) and improvement	Application & certificate
Experience & knowledge	Specialist knowledge in sustainable drainage and flood risk management. Detailed knowledge of legislation, policy, guidance and best practice relevant to the role	At least 3 years' experience working in flood risk / sustainable drainage management Knowledge of, and interest, in wider environmental and sustainability issues	Application & interview

Attributes	Essential	Desirable	Evidence
	<p>Experience of partnership working with partners, including; government organisations, voluntary agencies, community groups, members of the public.</p> <p>Experience of using GIS software</p> <p>Committed to providing high-quality customer service</p>	<p>Previous local government experience</p>	
<p>Skills & abilities</p>	<p>Excellent verbal written communication skills</p> <p>Ability to analyse and interpret data</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>	<p>Excellent project management skills</p>	<p>Application, test & interview</p>
<p>Personal qualities / aptitude</p>	<p>Ability to work as part of a team and/or alone as required and use own initiative</p> <p>Commitment to delivering the best</p>		<p>Application, test & interview</p>

Attributes	Essential	Desirable	Evidence
	<p>possible services for residents, and internal and external customers</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p>		
Other	Full driving licence and access to a car for work purposes		Apprication, documentation & interview

Signatures:

Job-holder

Manager