



JOB DESCRIPTION

DEPARTMENT

Technical & Environmental Services –
Infrastructure Management Team

JOB TITLE

Flood Risk Management Officer

HAY GRADE

Grade I SCP 34 to 37

SALARY RANGE

£37,516 to £40,471

RESPONSIBLE TO

Infrastructure Team Manager

RESPONSIBLE FOR

HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED

Lone worker in around the water environment; VDU habitual user; Working from home

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Overview

This high-profile post is to be the flood risk management officer providing support and expert advice, and to be the councils civil emergency planning officer. You will support the Infrastructure Manager by:

- Providing advice, support and guidance relating to drainage and flood risk management to resident, members, officers, partner organisations, and the local planning authority
- Administering the emergency planning function working with Hampshire County Council on the production of emergency plans and training events
- Ensuring the council complies with its statutory responsibilities with regard to emergency planning
- Making a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Dimension of Job

- To support the delivery of service plan actions relating to flood risk management and water environment asset management.
- Direct drainage asset management works within a £30k annual revenue budget
- Manage flood alleviation scheme with budgets of between £250k to £500k
- Manage consultants, where appropriate
- To provide high levels of customer service both internally and externally.

- To promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

Key Contacts/Communications Links

Internal

- Head of Environment and Technical Services
- Infrastructure Manger
- Leadership Team.
- Management Team
- Cabinet Member for Environment
- Councillors

External

- Environment Agency
- Hampshire County Council.
- Parish and Town Councils.
- Loddon Catchment Partnership
- Council contractors
- Consultants.
- The Hampshire and Isle of Wight Wildlife Trust

Key Responsibilities/Specific Duties

1. To support the Infrastructure Manager by developing, coordinating and delivering the flood alleviation schemes and drainage asset programmes to achieve agreed objectives.
2. To provide flood & drainage advice to residents, members, officers, partner organisations, and professional comment on planning applications, negotiating with developers, propose and approve appropriate mitigation works and relevant contributions
3. Manage and oversee the maintenance of the councils water environment asset, including the monthly, 12-month and 10-year inspections of Fleet Pond Reservoir
4. Direct drainage asset management works within agreed budgets
5. Work with the Infrastructure Manager to facilitate the Parish Flood Forum and biannual Multi-Agency Flood Partnership meetings, as a sub-committee of the Overview and Scrutiny Committee
6. To provide expert advice on flood risk management
7. To maintain an up to date knowledge on flood risk management and legislation
8. To act as the point of contact between the council and Hampshire County Council Emergency Planning team
9. To ensure Hampshire County Council develops and maintains an up to date emergency plan for Hart, and that all relevant district staff have necessary training
10. Coordinate and administer information from the Local Resilience Forum
11. To provide high levels of customer service both internally and externally.
12. 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.

13. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
14. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

STANDARD CLAUSES

- 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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date)

Hay Job Evaluated (Date)



PERSON SPECIFICATION

POST: Flood Risk Management Officer

The HART Core Values:

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT
EDUCATION/QUALIFICATIONS	Education to degree level or HND/HNC in an environmental discipline.	D	Application Form / Certificate
	Member of professional body	D	Application Form / Certificate
EXPERIENCE/KNOWLEDGE	At least 3 years' experience working in flood risk management	E	Application Form
	Experience of liaison and negotiation with partners including voluntary agencies	E	Interview
	Knowledge of best practice in flood risk management	E	Interview
	An understanding of current legislation and sustainability policy issues.	E	Interview

	Specialist knowledge in flood risk management and wider sustainability issues.	E	Application form and interview
	Experience of using GIS software	E	Application form
	Previous local government experience.	D	Application form
	Project management experience.	D	Application form and interview
	Knowledge of local authority emergency planning process	D	Application form and interview
	Committed to providing high quality customer service	E	Application form and interview
SKILLS AND ABILITIES	Excellent verbal and written communication skills	E	Application Form / Interview
	Ability to analyse and interpret data	E	Interview
	Good project management skills	D	Application Form
	Computer literate and proficient in Microsoft Office software	E	Application Form
	Ability to make customers feel warm, wanted, welcome and cared for	E	Interview
	Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome	E	Interview
PERSONAL QUALITIES/ APTITUDE	Innovation & drive	E	Interview
	Ability to work under pressure and manage a heavy workload	E	Application Form
	Ability to work as part of a team and/or alone as required and use own initiative	E	Application Form & Interview
		E	

	Commitment to professional and personal development	E	Application Form & Interview
	Ability to manage own time	E	Application Form & Interview
	Commitment to delivering the best possible services for residents, and internal and external customers	E	Application Form & Interview
MISCELLANEOUS /OTHER WORKING REQUIREMENTS	Full driving licence and access to a car for work purposes	E	Application Form & Interview
	Ability to attend meetings out of hours	D	Application Form
	Ability to work from home	D	Interview

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Signatures:

Post Holder

Manager