

Northumberland County Council

JOB DESCRIPTION

Post Title: FCERM Officer	Director/Service/Sector: Local Services, Technical Services		Office Use
Band: 7	Workplace: County Hall, Morpeth		JE ref: TBC HRMS ref:
Responsible to: Senior Sustainable Drainage Officer	Date: September 2017	Manager Level:	
Job Purpose: Contribute to the development, monitoring, review and reporting of flood and coastal erosion risk management policies and programmes including Northumberland’s Local Flood Risk Management Strategy, Northumberland’s Flood Risk Assessments and the Northumberland and North Tyneside Shoreline Management Plan. Support the implementation of programmes and action plans and assess and provide feedback on planning applications from a flood risk perspective, in the role of statutory consultee through the planning process, associated progress reports internally and externally. Evaluate Land Drainage Consents for works within ordinary watercourses. To support the wider role of the FCERM Team.			
Resources	Staff	Day to day supervision of trainees when required	
	Finance	Responsible for monitoring all income and expenditure associated with the Authority’s role as Statutory Consultee in planning, invoice and receipt up to £20k per year.	
	Physical	Deliver Northumberland’s Local Flood Risk Strategy, Northumberland’s Flood Risk Assessments and Northumberland and North Tyneside Shoreline Management Plan. Provide technical and substantive feedback on site specific Flood Risk Assessments (FRAs) within Northumberland. Assist in developing and maintaining data systems for flood and coastal erosion risk management records. Assist in gathering data from a wide range of sources and ensure public availability through the internet and GIS.	
	Clients	Implement corporate policies and strategies that impact on the well being of people at risk of flooding across Northumberland. Interaction with public and private sector organisations including council Members, members of the public, government departments and other council departments	
Duties and key result areas: <ul style="list-style-type: none">• Contribute to the development of sustainable drainage standards, in accordance with national guidance and local requirements.• Provide specialist sustainable flood risk management advice for all relevant planning applications.• Undertake compliance monitoring of sustainable drainage systems, through regular site visits and inspections.• Liaise with developers prior to applications being submitted, providing advice on SUDS, where appropriate.• Keep up to date with the latest developments in drainage best practice and any changes to guidance and legislation.• Attend Scrutiny, Planning and Area Committees, public meetings and Public Inquiries as ‘expert’ witness on behalf of the Lead Local Flood Authority, on occasions where major development proposals are being considered.• Assess applications to work on ordinary watercourses under Section 23 of the Land Drainage Act 1991 by assessing the technical issues including flood models and coordinating specialist environmental and biological responses with other departments.• Assist in enforcement action in relation to unauthorised works on ordinary watercourses, in partnership with other Council Departments, where necessary.• Responsible for ensuring that all associated fees and charges for Consenting on Ordinary Watercourses and in our role as Statutory Consultee in planning are invoiced and claimed as appropriate.			

- Gather, prepare and assess evidence to designate features and structures for the statutory Register under section 21 of the F&WMA and liaise with other teams to ensure that relevant information is added to the Register.
- Responsible for gathering evidence and drafting reports of significant flooding incidents for submission to the Secretary of State under Section 19 of the F&WMA.
- Responsible for gathering evidence and reporting on incidents of local flooding, internally, to the Environment Agency and Northumbrian Water Ltd in accordance with the Local Flood Risk Strategy.
- Responsible for gathering evidence and assessing coast erosion cases in accordance with Shoreline Management Plan policies.
- Gather evidence to inform the DEFRA Medium Term Plan capital bidding process and other bids for capital funding.
- Determine solutions for identified flood and coast erosion issues, working with other officers from across Technical Services and external partners, where necessary carrying out technical designs.
- Responsible for day to day communications with the public, Parish Councils, Local Flood Groups and other interested parties whilst gathering evidence and assessing solutions for flood and coast erosion issues.
- Develop and assess flood models for local issues and procure expert support for more significant issues.
- Manipulate significant amounts of Corporate data through databases and GIS to help inform long term flood and coastal erosion risk management strategies.
- Prepare responses to all planning applications and Marine Licences which are affected by coastal erosion risks in accordance with Shoreline Management Plan policies.
- Day to day project management of flood and coastal erosion risk management schemes including management of consultants and contractors delivering specialist engineering projects for the County.
- Support the development of the revenue and capital works programme by carrying out inspections, identifying defects and prioritising appropriate solutions.
- Support others in ensuring wide stakeholder engagement involving members, council departments, other authorities, interest groups and the public in the development of flood and coastal erosion risk management strategies, policies, programmes and projects.
- Provide information for seminars, public exhibitions and meetings to inform, guide and negotiate the development of sometimes complex and contentious flood and coast erosion strategies, policies, programmes and projects.
- Operate and modify complex information systems for recording, reporting and monitoring data related to flood and coast erosion historic incidents, risk, asset registers including accessing national databases of information from the Environment Agency's Geo-Store.
- Develop effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services.
- Embrace the principles of equality and diversity.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Generally office based, regular travel to application sites and flood risk sites including construction sites across the county.
Working patterns:	Normal office hours with extended hours occasionally required for attendance at public meetings, exhibitions and for training
Working conditions:	Office based with some site investigations in all weathers, occasional contact with irate and distressed members of the public particularly those who have previously been flooded. Lone working near deep water needs concentration and awareness to ensure own safety and that of others. Working in a busy large open plan office with disruptions from others.

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PERSON SPECIFICATION

Post Title: Sustainable Drainage Officer	Director/Service/Sector: Local Services, Sustainable Transport	Ref: 2094
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Relevant experience or degree in a relevant subject, equivalent to level 6 in the National Qualification Framework</p> <p>Membership of a relevant professional organisation e.g. ICE, CIWEM.</p> <p>Working knowledge of relevant legislation, policies and procedures in relation to the specialist areas planning, sustainable development and flood risk management.</p> <p>Knowledge of associated policies on land use, environment and adaptation to climate change, in particular the Land Drainage Act 1991, Flood and Water Management Act 2010 and Coast Protection Act 1949.</p> <p>Excellent knowledge of GIS and data manipulation systems along with specialist software and Microsoft Office applications including Word, Excel, Powerpoint and Access.</p>	<p>Postgraduate qualification (e.g. MSc, MEng).</p> <p>Recognised management qualification or training (e.g. DMS, MBA).</p> <p>Relevant professional qualification I Eng or TechEng.</p>	(a)
Experience		
<p>Experience developing and delivering long term planning strategies such as Flood Risk Management Strategies and Shoreline Management Plans.</p> <p>Recent experience of providing specialist technical response to planning applications.</p> <p>Extensive experience of developing and assessing sustainable drainage solutions.</p> <p>Extensive experience of preparing reports and presentations and communicating them at internal, external and public meetings.</p> <p>Experience tendering procedures, contract management, engineering design, maintenance, and health & safety.</p> <p>An understanding of the technical, professional, legal and commercial issues that face the highways, transportation, engineering and planning service functions.</p>	<p>Experience of dealing with internal and external agencies.</p>	(a)
Skills and competencies		
<p>Excellent written, verbal communication and presentation skills.</p> <p>Highly developed interpersonal skills with the ability to lead small working groups and guide non-specialists.</p> <p>Good analytical skills with an aptitude for identifying issues and developing innovative solutions to complex problems.</p> <p>Ability to work to own initiative.</p> <p>Ability to plan own workload and coordinate with others within the team and across the broader FCERM working groups.</p>	<p>Understanding of good management practice.</p>	(a) & (i)
Physical, mental and emotional demands		
<p>Dexterity, co-ordination and sensory skills to achieve keyboard accuracy.</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Some site visits with the need to walk distances over rough ground e.g. fields, beaches, cliff tops.</p>		(a) & (i)

Some contact with irate and distressed members of the public. Need to maintain general awareness, with prolonged periods of concentrated mental attention. Ability to work under pressure and balance competing demands when meeting deadlines.		
Other		
Proactive and achievement orientated. Conscientious and flexible attitude to work. Must hold a full British or EC driving licence to along travel to remote parts of the county.		(a) & (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits