

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title: Assistant FCERM Officer</b>		<b>Director/Service/Sector:</b> Local Services, Technical Services		<b>Office Use</b>
<b>Band:</b> 6		<b>Workplace:</b> County Hall, Morpeth		JE ref: TBC HRMS ref:
<b>Responsible to:</b> FCERM Programme Officer / Senior Sustainable Drainage Officer		<b>Date:</b> September 2017	<b>Manager Level:</b>	
<b>Job Purpose:</b> 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,. Evaluate Land Drainage Consents for works within ordinary watercourses. To support the wider role of the FCERM Team.				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	Contribute to delivery of Northumberland's Local Flood Risk Strategy, Northumberland's Flood Risk Assessments and the 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	Assist in implementing corporate policies and strategies that impact on the well being of people at risk of flooding and coastal erosion across Northumberland. Interaction with public and private sector organisations including council Members, members of the public and other council departments		
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>Assist on the development of sustainable drainage standards, in accordance with national guidance and local requirements.</li><li>Provide support in the provision of specialist sustainable flood risk management advice for all relevant planning applications within the role as the Lead Local Flood Authority.</li><li>Undertake compliance monitoring of sustainable drainage systems, through regular site visits and inspections.</li><li>Liaise with developers prior to applications being submitted, providing advice on SuDS, where appropriate.</li><li>Keep up to date with the latest developments in drainage best practice and any changes to guidance and legislation.</li><li>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 ecological responses with other departments, within designated timescales.</li><li>Gather, prepare and assess evidence to designate features and structures for the statutory Register under section 21 of the F&amp;WMA and liaise with other teams to ensure that relevant information is added to the Register.</li><li>Assist in enforcement action in relation to unauthorised works on ordinary watercourses, in partnership with other Council Departments, where necessary.</li><li>Gather evidence and contribute to reports on significant flooding incidents for submission to the Secretary of State under Section 19 of the F&amp;WMA.</li><li>Gather evidence and contribute to reports on incidents of local flooding, internally, to the Environment Agency and Northumbrian Water Ltd in accordance with the Northumberland Local Flood Risk Management Strategy.</li></ul>				

- Gather evidence and assess coastal erosion cases in accordance with Shoreline Management Plan policies.
- Analyse data to inform the DEFRA Medium Term Plan capital bidding process and other bids for capital funding.
- Assist in developing solutions for identified flood and coast erosion issues, working with other officers from across Technical Services, where necessary carrying out technical designs.
- Analyse and interpret technical engineering drawings, designs and calculations, as required.
- Undertake communications with the public, Parish Councils, local flood action groups and other interested parties whilst gathering evidence and assessing solutions for flood and coastal 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 geographical information systems to help inform long term flood and coastal erosion risk management strategies.
- Interpret and query complex technical spatial data using geographical information systems.
- Contribute to responses to planning applications and Marine Licences which are affected by coastal erosion risks in accordance with Shoreline Management Plan policies.
- Support the development of the revenue and capital works programme by carrying out inspections, identifying defects and prioritising appropriate solutions.
- Contribute to 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 coastal 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 flood risk and coastal 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 has previously been flooded or whose homes are at risk from erosion. Lone working near deep water and at the coast, including cliff top locations, requires 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**

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

Need to maintain general awareness, with prolonged periods of concentrated mental attention. Ability to work under pressure and balance competing demands when meeting deadlines.		
<b>Other</b>		
Proactive and achievement orientated. Conscientious and flexible attitude to work. Must hold a full British or EC driving licence.		(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