

Job Description

Job title	Flood Risk and Drainage Officer
Directorate	PLACE : Regeneration, Culture and Environment
Division	Community and Culture – Planning Service
Range	MPR 4
Reports to	Flood, Drainage and Specialist Projects Officer

Main purpose of the job:

Work in partnership with water management stakeholders, including Water Companies, the Environment Agency, Local Authorities, and key water users to promote effective and efficient water management in the county and develop and embed water management policy in plans and strategies. Identify opportunities to fund and deliver projects with partners to demonstrate innovative water management.

In addition to this provide support where necessary to The Planning Service, Highways, Emergency Planning and Regeneration through;

- Manage land drainage systems. Through assessing development proposals
- Supporting the wider Planning Team and collaborating on landscape, urban design, and sustainable drainage issues related to planning applications. It involves processing and assessing Sustainable Urban Drainage Applications (SAB), administering Land Drainage Consents, and supporting the determination process through liaison with applicants and external partners.
- Identifying critical structures and features contributing to local flood risk and managing the necessary asset information for maintenance and improvement programs.

Carry out investigations into flood incidents, working cross service with Emergency Planning and Highways, and with external partners (Environment Agency and Water and Sewerage Companies) to investigate suitable solutions and lead and support where possible to flood and drainage problems. Including some out-of-hours work as required.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Provide flood risk and drainage advice and guidance to the public and professional representatives, in line with Medway's Pre-Application service standards, including telephone, and written advice to ensure consistency and accurate advice is recorded and provided to service users.

Manage and progress a range of pre-planning application enquiries, planning application consultations, Land drainage consents, Sustainable Urban Drainage applications and appeals, to ensure transparency and consistency in decision making.

Communicate and negotiate effectively with Members, developers, agents and members of the public on issues relating to flooding and drainage to manage the impact of development on land drainage systems in Medway.

To maintain effective working partnerships with the Environment Agency, Internal Drainage Boards, Southern Water, Highways and other relevant authorities to secure a collaborative strategic, integrated approach to flood risk management in Medway.

Coordinate and support community engagement activity including organising and running community based events (venues, support publicising, letters, facilities, equipment, refreshments etc), handling public queries about flood risk management.

Participate in appropriate development and training opportunities to ensure you are aware of current changes in planning practice, technical, legislative and procedures of flooding and drainage issues.

Provide advice to Council services on relevant legislation, government advice and the activities. To ensure collaborative working and effective professional relationships maintained.

Support the preparation of planning policies and guidance in relation to flood and drainage. To manage the risks of flooding and the impact of development on land drainage systems in Medway.

Support the production of the Flood Risk Strategy, Local Flood Risk Management Strategy and Surface Water Management Plans. To manage the risks of flooding and the impact of development on land drainage systems in Medway.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Flood Drainage and Special Projects Officer.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- A degree in a related field such as Environmental Sciences, Geography, Engineering, Hydrology (or equivalent)
- or least two years' experience in flood and drainage matters in a planning environment.
- A minimum of 3 A Levels or other Level 3 qualification.

Level B (in addition)

- Membership of a professional institution such as Chartered Institute of Water and Environmental Management (CIWEM) or Chartered Institute of Engineering (CENG) and with at least two years first-hand experience in a similar role at a local planning authority.

Level C (in addition)

- Evidence of continued professional development.

Knowledge

Level A

- Understanding of the Council's duties and responsibilities under the Flood and Water Management Act 2010.
- Understanding of the flood risk and drainage principles.
- A good understanding of equality, diversity and inclusion.
- A good understanding of GDPR legislation and best practice in relation to information sharing.

Level B (in addition)

- A good level of understanding of the legislation and guidance relevant to flood risk and drainage.
- A good level of knowledge and understanding of local government operations relevant to the role and the planning system.
- A good understanding of Idox Electronic Document Management System, GIS, Sketch Up, Auto Cad, Microdrainage and hydraulic modelling.

Level C (in addition)

- Detailed knowledge and understanding of the Flood and Water Management Act 2010.
 - Detailed knowledge of the National Planning Policy Framework.
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Experience

Level A

- Experience of dealing with flood and drainage issues.
- Experience of working with initiative, and as part of a team.
- Experience of interpreting and analysing data from a variety of sources and systems, including manual and computer-based records.

Level B (in addition)

- At least two years first-hand experience in a similar role at a local planning authority.
- At least two years' experience in flood and drainage matters in a planning environment.
- Experience in presenting and or providing expert advice to members.
- Working effectively with colleagues and external stakeholders.

Level C (in addition)

- Experience of dealing with flood and drainage issues.
- Meeting multiple deadlines, including some non-negotiable and managing own work.
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Demonstrable experience of contributing to change and listening to new ideas
- Experience of preparing of Design sections in appeal statements and/or proofs of evidence.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel, Teams and Outlook.
- Uses appropriate language, style and methods depending on audience and the purpose of communication.
- Excellent listening skills, being able to extract relevant and important information.
- Can identify and prioritise customer needs.
- Adopts a professional approach to customers.
- Pays attention to details and able to focus on all areas of a task, no matter how small.
- Able to successfully handle competing demands effectively. To meet statutory deadlines and targets and maintain high standards at all times.
- Able to interpret and analyse data from a variety of sources and systems.
- Ability to measure scaled plans on paper and electronically.
- Full UK driving licence required but reasonable adjustments will be considered for those with a disability.
- Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.

Level B (in addition)

- Proficient in the use of relevant design and GIS software for the analysis, interpretation, and production of work within the team.
- Able to communicate information and ideas clearly and effectively, both verbally and in writing.
- Can negotiate and discuss issues with colleagues in the public and private sector.
- Ability to perform tasks professionally and with innovation; being adaptable to changing plans and priorities quickly to meet operational needs, committed, and motivated in approach.
- Analytical and problem-solving skills and the ability to evaluate varied planning applications.
- Able to work successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated services.

Level C (in addition)

- Able to illustrate concepts and ideas and critique proposals in both written and graphical form.
- Recognises priorities, weighs up different options and evaluates risks.
- Ability to work effectively and share information with colleagues at all levels, across a range of council services, treating all with respect.
- Takes responsibility for own time and effectiveness.
- Team working skills with the ability to inspire and encourage others.
- Ability to manage challenges situations.
- A demonstrable ability of being highly proactive in enhancing service delivery.
- Committed to personal development.
- Evaluates previous judgements in order to improve.
- Able to positively react to change and adapts to new situations quickly.