

Post Specification

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| Date | March 2024 |
| PG Number | 8166 |
| Post Title | Flood & Coastal Risk Management Officer |
| Job Family | Regulation and Technical |
| Job Family Role Profile | RT13 |
| Final Grade | Grade 13 |

To be read in conjunction with the job family role profile

| Service Area description |
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| <p>Delivery of technical advice and projects to fulfil the Council's flood and coastal risk management remit, that includes statutory duties as the Lead Local Flood Authority and Coast Protection Authority.</p> <p>Ensuring co-operation and effective collaboration between the Council and other Risk Management Authorities, partnership organisations, and other stakeholders within the North West Regional Flood and Coastal Committee area.</p> |
| Purpose of this post |
| <p>The Flood & Coastal Risk Management Officer is responsible for a wide range of technical advisory, investigative, study development, and project implementation activities that are part of delivering the Council's flood and coastal risk management function.</p> <p>The Officer actively engages with a wide range of technical partners and stakeholders throughout the region to ensure collaborative working and efficient delivery of outcome measures intended to mitigate flood and coastal risks. In addition, regular engagement with elected members and the public by the Officer will ensure that an appropriate level of consultation is undertaken, feedback is fed into the activities, and stakeholders are kept up to date with proposed and ongoing actions.</p> <p>This ensures the provision of an effective and appropriate standard of service, reflecting the relevant policies, technical principles, guidance and regulations/legislation relative to the area of responsibility.</p> |
| Key job specific accountabilities |
| <ol style="list-style-type: none"> Investigating, recording, and responding to events relating to flooding, coastal processes, and surface water drainage issues. The scoping and acquisition of the necessary information and technical data needed to study flood and coastal issues. Developing, designing, and overseeing the delivery of flood and coastal protection projects from a commercial, schedule, and technical standpoint. Undertaking site visits, supervising on-site works delivery, and attending external meetings relating to the development and delivery of outcome measures. Engaging with elected members and the public, including arranging and attending community events. Assisting colleagues with responding to media enquiries related to the team's activities. Establishing and maintaining effective working relationships other Risk Management Authorities within the North West Regional Flood and Coastal Committee area. Preparing applications for project funding and delivery through DEFRA's Flood Defence Grant-in-Aid (GiA) mechanism. |

9. Liaising with external partners to seek funding opportunities, collaborative project delivery and technical data acquisition, and information sharing.
10. Collaborating with colleagues to programme project activities and reforecast these when necessary.
11. Preparing and presenting reports, and submitting the necessary documentation to ensure that the appropriate project gateways are reached – both internal and external.
12. Writing of business cases to secure the inward investment for delivery of projects.
13. Ensuring that project commercial activities comply with the Council's procurement and governance rules.
14. Supporting the planning and delivery of strategic, tactical, and operational level partnership meetings with other Risk Management Authorities, ensuring that the aims are being implemented in practice, and identifying and escalating issues that cannot be solved locally.
15. Provide advice to colleagues, other officers and external parties on the interpretation and application of flood and coastal policies, technical principles, regulations and legislation in respect of the areas of responsibility.
16. Carry out other tasks commensurate with the grade as may be required.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

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| Budget Responsibilities | <ul style="list-style-type: none"> • Apply, negotiate and secure partnership funding and financial contributions. • Develop business cases for project investment. |
| Staff Management Responsibilities | <ul style="list-style-type: none"> • No direct line management responsibility. • Assist with the ongoing development of junior staff members. • Assist in allocating and checking the work of colleagues within the team. |
| Other | |

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications:

- A relevant degree in an appropriate discipline, or equivalent demonstrable experience.
- Member, or working towards membership, of a relevant professional body (e.g. ICE, CIWEM) is desirable.

Knowledge and Skills:

- A good understanding of the mechanisms the drive flooding and coastal erosion processes.
- Knowledge and understanding of the Flood and Water Management Act 2010, Coast Protection Act 1949, and the Flood Risk Regulations 2009.
- Broad understanding of the responsibilities of a Risk Management Authority to meet statutory duties relating to flood and coastal risk management.
- Knowledge of coastal and local flood risk management strategies and shoreline management plans covering Cumbria is desirable.
- Knowledge of NEC contracts and CDM:2015 regulations is desirable.
- Ability to understand and produce technical drawings and reports.
- Proficient with Microsoft software, such as Excel, PowerPoint, Project, Teams and Outlook.
- Ability to use AutoCAD and GIS software is desirable.
- Excellent verbal and written communication skills, including the preparation and presentation of information and reports tailored to suit the audience.
- Effective influencing skills, and able to present information and arguments clearly and convincingly.
- Highly motivated and able to work independently using own initiative.

Experience and Expertise:

- A strong track record of experience within coastal, flooding, or civil engineering sectors.

- Previous experience at managing projects, consultants and contractors; including commercial, schedule and delivery oversight.
- Experience of multi-agency working, working in partnerships, and with other professional partners, in supporting the delivery of flood and coastal risk management projects.
- An understanding of the funding mechanisms available to public sector organisations, such as DEFRA's Flood Defence Grant-in-Aid is desirable.
- Experience of preparing and submitting successful funding bids.

Other:

- Valid driving licence.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

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| Emotional Demands | <ul style="list-style-type: none"> • Managing difficult and complex information. • Engaging with the public. • Mental attention for report writing and stakeholder meetings. |
| Physical Demands | <ul style="list-style-type: none"> • Normal effort required. • Mainly desk based, with some attendance at sites to determine problems and oversee works. |
| Working Conditions | <ul style="list-style-type: none"> • Primarily home and office based, with regular site visits and attendance at external meetings / events. |

Other Factors

- To model and display the corporate standards of behaviour.