



### JOB DESCRIPTION

Job Title	Flood and Coastal Risk Management (FCERM) Officer
Directorate	Planning, Environment and Economy
Reports to	Service Manager Strategy
Location	Ty Dewi Sant, Ewloe
Job Reference/ID Number	New Post

#### Job Purpose

Undertake the statutory functions of a multifunctional Lead Local Flood Authority (LLFA) and Sustainable Drainage Systems Approving Body (SAB) workload as officer within the Flood and Coastal Erosion Risk Management (FCERM) Team. Undertake effective casework and project management to ensure the efficient and effective operation of the service in line with legislation and guidance. Undertake work associated with the Authority's statutory functions as Coast Protection Authority and address local flood risk management matters within the County.

#### Principal Accountabilities

1. Represent the Council in a positive and professional manner on matters related to FCERM. Attend meetings, committees, working groups, public and community forums etc. as required.
2. Provide input into sub-regional and National FCRM matters, such as Welsh Government or North Wales based collaborative working groups or arrangements, as well as responding to National consultations on changes to or new regulations, policies or guidance.
3. Understand and apply legislation, policy and practice relevant to the service. Be responsible for the implementation of strategies, policies and working practices ensuring that the delivery of the Flood and Coastal Risk Management function meets the needs of local people, elected members and stakeholders. This includes the 'Local Flood Risk Management Strategy', 'Flood Risk Management Plans', 'Shoreline Management Plans' etc.
4. Establish and maintain working relationships with partner 'Risk Management Authorities' including NRW, Dwr Cymru, NMWTRA and others. Undertake collaborative working arrangements where opportunities exist and to encourage the sharing of best practice.
5. Manage project budgets so that FCERM service achieves 'best value for money' where resources are limited. Prepare and submit 'Flood Defence Grant in Aid' (FDGiA) or similar grant applications. Manage the financial/transactional arrangements associated with SAB service e.g. application fees, pre-application advice fees, inspection fees, Non-performance bonds etc.
6. To lead on projects including capital engineering works and/or technical projects such as hydraulic modelling studies. Seek funding for works in accordance with established processes

such as Welsh Government's '5 Case Business Model' approach. Be responsible for exercising financial control over assigned projects. Undertake tenders and procurement procedures as necessary to acquire the services of specialist engineering Consultant's and Contractors to undertake projects and works. Put in place the appropriate contracts such as NEC required to deliver works and projects for the Council.

7. To supervise engineering works projects on site so that works are undertaken in accordance with the contract. To work safely when on site and in compliance with health and safety regulations. Inspect civil engineering works including open trenches, flood defence works, and surface water drainage schemes, and be responsible for the appropriate care and use of key equipment including surveying equipment (theodolites), drain jetting equipment, and digital survey camera equipment. Attend sites and properties after flooding events to undertake flood investigations.
8. Liaise with the public regarding projects, organise and attend public exhibitions and consultations on major projects. Respond to public queries, meet with landowners/agent. Represent Flintshire at public events.
9. Maintain and populate the asset register and GIS database of structures or features likely to have an effect on flood risk in a prioritised risk based approach. Monitor the structural condition of Council owned and operated FCERM assets.
10. Be responsible for implementing the Authority's statutory powers as Coast Protection Authority for the protection of land against erosion and encroachment by the sea.
11. Undertake tasks related to the Authority's statutory duty as a 'reservoir undertaker' to ensure the Council owned raised reservoirs in Greenfield Valley Park are managed in accordance with the requirements of the Reservoirs Act 1975.
12. To work in accordance with policies and procedures of the SuDS Approving Body (SAB) role. This will include working with other council services and teams such as Highways, Legal, Planning, etc. to enable the Council to deliver this duty as effectively as possible and ensure the consistent application of the National Surface Water Drainage Standards.
13. Determine applications made to the Authority for the approval of drainage works and their adoption by the Council as SAB in a robust and timely manner. Prepare evidence and appeal statements and to represent the Authority at appeals. Undertake enforcement action to remedy breaches where construction works have been undertaken in the absence of, or contrary to the details of a SuDS approval issued under Schedule 3 of the Flood and Water Management Act.
14. Respond to complaints and reports to the Council pertinent to local sources of flooding. Initiate and carry out investigations. Undertake decisive enforcement action where required using powers available under relevant legislation.
15. To work effectively and flexibly as a resource for the Planning Strategy Service responding to changing demands within and beyond the service, demonstrating the highest standards of customer care.

## **Supervision/Management of People**

None.		
<b>Employment Checks/Specific Requirement i.e. DBS</b>		
None.		
<b>Person Specification</b>		
The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.		
<b>Academic/ Professional Qualification</b>	<b>Essential / Desirable</b>	<b>How this will be assessed?</b>
Educated to degree/diploma or equivalent in Engineering or science related discipline.	Essential	Application
Chartered or Incorporated or similar level membership level of a relevant institute such as ICE, CIWEM or working towards relevant membership.	Desirable	Application
<b>Knowledge and Experience</b>		
Demonstrable experience within the field of flood and coastal risk management and/or drainage.	Desirable	Application/Interview
Knowledge of current flood risk and drainage legislation and the practical implications of these on the role of the Authority.	Desirable	Application/Interview
Excellent working knowledge of the principles and details of surface water management and sustainable drainage and the construction of drainage schemes, including the technical assessment and approval of surface water drainage for new development	Desirable	Application/Interview
Practical experience in the design, construction or technical review of surface water management schemes	Desirable	Application/Interview
A proven ability to scrutinise technical applications against national and industry standards and local policies, and guidance and to be make sound technical decisions on a day-to-day basis.	Desirable	Application/Interview
An ability to balance conflicting priorities and opinions to reach optimum pragmatic solutions for schemes and resolutions to problems.	Desirable	Application/Interview
Demonstrate as part of the FCERM Team a timely and informed approach to problem solving and decision making in managing a workload, across a broad range of matters relevant to flood and coastal erosion risk management.	Desirable	Application/Interview

Experience in the use and practical application of GIS software such as Mapinfo, Arc GIS, or similar	Desirable	Application/Interview
Experience in the project management of professional service contracts and/or construction works.	Desirable	Application/Interview
Good understanding of industry standard design and analyses systems such as hydrological, hydraulic modelling and drainage design software.	Desirable	Application/Interview
<b>Skills</b>		
Excellent written and verbal communication and presentation Skills.	Essential	Applications/Interview
Excellent interpersonal and communication skills and ability to work with customers and their representatives to achieve desired outcomes.	Essential	Applications/Interview
Excellent analytical, reasoning and numeracy skills.	Essential	Applications/Interview
Competence in the use of IT and computer software packages in the preparation of written advice, reports, evidence, monitoring work and data analysis.	Essential	Application/ Interview
The ability to work under pressure and as part of a team and to independently organise and prioritise personal workload in an effective manner to contribute towards meeting service deadlines and targets	Essential	Application/ Interview