

JOB SUMMARY

Post Title	<i>Land Drainage and Flood Risk Officer</i>						
Job Family	<i>Service Delivery</i>	Pay Range	<i>10</i>	Line Manager to others?	No	Role profile ref	<i>SD10</i>
Service Area	<i>Planning Services</i>						
Line Manager	<i>Planning Policy Manager</i>						
Location	<i>Seaclose Offices, Newport</i>						

Job Purpose

To support the Council's duties as Lead Local Flood Authority (LLFA) and Local Planning Authority (LPA) for the Isle of Wight. You will provide advice on behalf of the LLFA/LPA to other council departments, elected members, outside agencies, developers/applicants, and the public on matters related to drainage and flood risk. The role will also involve assisting planning and enforcement colleagues in relation to breaches of planning and land drainage legislation, assisting with SuDS approval and flood investigations, and checking on-site drainage works are compliant with approved plans and conditions. You will also act as a specialist technical advisor assisting with the review, assessment, and determination of applications for Ordinary Watercourse Consent, as well as planning applications where drainage and/or flood risk are being considered.

Job Context

The tasks listed below are not a definitive list and you may be required to perform tasks outside of your grade to ensure continuity within the team.

1. To provide specialist technical drainage, flood risk and general advice to council departments, elected members, outside agencies, developers/applicants, agents and the public on behalf of the LLFA and LPA.
2. To review, assess, and assist with the determination of applications for Ordinary Watercourse Consent submitted to the Council, having regard to other legislative requirements, including the Wildlife and Countryside Act 1981, the Natural Environment and Rural Communities (NERC) Act 2006, the Water Framework Directive and the Habitat Regulations.
3. To check on-site drainage works are compliant with any respective permission/consent and associated conditions and to assist in the investigation, assessment and resolution of enforcement matters relating to non-compliance with planning and land drainage legislation.
4. To assist with the appraisal and approval of Sustainable Drainage Systems (SuDS).
5. To help maintain the Council's flood risk asset register for the Isle of Wight in accordance with the Flood and Water Management Act 2010.
6. Provide advice to Council officers during a response to flooding, recommending courses of action as appropriate and where appropriate support investigations of significant local flooding incidents as necessary.
7. To assist planning policy colleagues and other sections of the service and the Council, as well as outside organisations and stakeholders, with the production, implementation, and monitoring of the Council's policies.
8. To support technical appraisal of pre-applications, planning applications (in particular applications for major development) and condition discharge applications, including submitted drainage strategies/schemes and flood risk assessments, and provide advice to planning officers in terms of compliance of submissions with legislation, policy, guidance and standards relevant to drainage and flood risk.
9. To assist with other service-related activities and associated disciplines/workstreams as may be required by the Planning Leadership team.

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Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<p><i>Experience of articulating complex legislative, policy and technical issues related to drainage and flood risk to a range of audiences and through a variety of different methods.</i></p> <p><i>Ability to negotiate and influence decision-makers and service users to ensure works/proposals are legally and policy compliant, and reasons for advice/decisions are clearly understood, referring to facts and evidence to justify any advice/recommendations.</i></p> <p><i>Experience managing and resolving difficult situations to achieve positive outcomes for the service and service users.</i></p>	E	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	<p><i>Experience of developing, delivering, and reviewing drainage schemes (including SuDS), drainage strategies and flood risk assessments.</i></p> <p><i>Experience of preparing (planning) consultation responses or similar and technical reports related to drainage and flood risk.</i></p> <p><i>Able to investigate/identify causes of flooding and/or inadequate drainage and recommend solutions, including the ability to undertake site investigations.</i></p> <p><i>Experience of working in a similar role within the water industry, local authority, the Environment Agency or other public body.</i></p> <p><i>Ability to ensure that activities undertaken by the Service are in accordance with relevant legislation, national and local policies and procedures, and the Council's Corporate Policies.</i></p> <p><i>Ability to work effectively as part of a team to deliver a high level of customer service, whilst ensuring service standards, targets and deadlines are met.</i></p>	E	

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<p>Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.</p>	<p><i>The role will require excellent communication skills in all forms in order to provide updates, reasoning for advice/decisions and the ability to build and maintain trust and dialogue in challenging circumstances to a range of audiences, including colleagues, Councillor's, external consultees and customers.</i></p> <p><i>Proven ability to partake in and manage negotiations with a range of internal and external partners in relation to drainage and flood risk matters, working in an honest, unambiguous, and courteous manner. Ability to assist managers in identifying changes to legislation and policy guidance and to ensure that decisions and advice to partners and customers are accurate and correct and reflect up to date information.</i></p> <p><i>Proven record of producing accurate and meaningful reports related to planning matters or similar, setting out detailed recommendations based on evidence and correct policy guidance and legislation.</i></p> <p><i>Experience providing specialist expert advice verbally and in writing to support appeal cases, including hearings and public inquiries.</i></p> <p><i>Ability to act as an expert witness for the Council in relation to drainage and flood risk matters.</i></p>	<p>E</p>	
<p>Good ICT skills including use of Microsoft applications and specialist systems.</p>	<p><i>Ability to use a range of applications related to the role, including Word, Excel, Outlook, GIS mapping systems (such as ArcGIS) and planning-related document management and processing systems.</i></p> <p><i>Experience of using and interpreting drainage design software such as Micro-drainage.</i></p>		<p>D</p>
<p>Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.</p>	<p><i>Sound working knowledge of relevant planning and environmental legislation, policy and guidance, particularly legislation governing land drainage and flooding, water quality, as well as drainage system design and relevant standards.</i></p> <p><i>Proven ability to provide professional authoritative advice, guidance, support</i></p>	<p>E</p>	

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	<p><i>and recommendations to colleagues, stakeholders, and service users and able to do so in a timely and accurate manner, using suitable information/evidence.</i></p> <p><i>Good knowledge of the interaction with, and responsibilities/duties of, other service areas within the council and other agencies, including the Environment Agency, Natural England, and Southern Water, in relation to drainage and flood risk.</i></p> <p><i>Ability to assist colleagues and managers in identifying changes to legislation and policy guidance and to ensure that decisions and advice to partners and customers are accurate and correct and reflect up to date information.</i></p>		
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<p><i>Good time management skills and proven ability to manage and prioritise a varied and complex workload to ensure service standards, targets and deadlines are met.</i></p> <p><i>Ability to provide timely and high-quality advice to colleagues, managers, and service users, helping staff with day-to-day work by providing technical and procedural advice, sharing skills and experience.</i></p>	E	
Research, investigation and analysis skills.	<i>Ability to work with others (including colleagues, elected members, key stakeholders, external consultees, and applicants) and on your own to identify and diagnose problems/issues and develop and articulate solutions/options/recommendations that are both cost effective, within time constraints, and legally compliant.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to HND, foundation degree standard or equivalent experience.	<i>A degree in hydrology, hydraulic engineering, civil engineering, or related area.</i>	E	
Relevant vocational / professional qualification.	<i>Member of (or affiliation with) the Institution of Civil Engineers (ICE) and/or</i> <i>Member of (or affiliation with) the Chartered Institute of Water and Environmental Management (CIWEM)</i>		D
UK Driving Licence or equivalent		E	

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