

JOB DESCRIPTION

Job Title: Natural Flood Management Project Officer

Directorate & Section/Unit: E&I,

Reporting to: Natural Flood Management Programme Manager

Responsible for: volunteers, students, contractors, consultants

Salary Grade: Scale 6

DMA Management Level: Front Line

DMA Span of Control (Direct Reports): N/A

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To project manage and co-ordinate delivery of natural flood management within designated catchments through supplier management, direct delivery and partnership working.
- To develop and manage promotional activities, client engagement, landowner and community involvement within designated catchments. To raise awareness of and promote the take up of natural flood management by the relevant customer group including private & public sector, voluntary and community sector organisations (VCS).
- To work in conjunction with the Environment Agency, local authorities & other partners within and bordering Worcestershire within designated catchments.

Main Activities & Responsibilities:

- To be responsible for achieving the successful delivery of the Worcestershire Natural Flood Management Project within designated catchments.
- To deliver the project directly and through delegated arrangements, having responsibility for a high standard of decision making and quality control of outcomes.
- To support the Project Board, to provide professional advice and guidance at meetings, steering groups, partnership boards and other forums.
- To promote the project and its activities to Worcestershire, other organisations and other relevant groups through publicity campaigns, researching and using different forms of effective media in conjunction with the Environment Agency and the councils.
- To support the development of policy in relation to the County Council's approach to natural flood management and undertake a range of activities which will assist in implementing the agreed policy. This will include drafting guidance, making recommendations, reviewing policy and procedure, and researching new initiatives and monitoring
- To ensure the project is administered in accordance with the legal constraints for the project and other applicable regulations.
- Design and commission the delivery of natural flood management services which implement Worcestershire County Council's key priorities of Environment and Open for Business.
- Within designated catchments, to lead the procurement process for each project work stream, from development of tender specification through to contract award.
- To undertake pre-engagement, on-going monitoring and completion visits for commissioned projects with programme applicants.
- To prepare quarterly reports on progress, outcomes, outputs and financial performance.

- To co-ordinate the role of the suppliers in providing support to potential applicants.
- To develop partnerships with private, public and voluntary sector organisations in relation to natural flood management.
- To develop links with local, regional and national stakeholders to ensure that programmes are complementary and a two way cross referral process is established to ensure customers receive the most appropriate levels of service.
- To manage the budget within the designated catchments.
- To develop and maintain an active network of third party independent consultants, contractors and suppliers.
- Provide detailed advice and guidance to communities, landowners, public sector organisations, businesses, and voluntary organisations
- To liaise with organisations and businesses and keep information on natural flood management up to date and relevant to enquires.
- To develop external funding applications and provide expert advice in the drafting of external funding applications designed to secure additional resources related to natural flood management.
- To initiate, organise, attend and contribute to as chair, speaker and facilitator, partnership and public events, conferences, seminars and other awareness raising activities related to natural flood management and community development.
- To research and prepare materials and presentations to appropriately represent the authority at local, regional and national fora. This will include providing technical expertise in the formation of media and press communications.
- To develop the work programme for dedicated project volunteers students, community groups and contractors to provide day-to-day supervision including allocation of work and checking of quality and the monitoring of outputs; to assist with Health & Safety issues and risk assessments; to assist with identification of development needs; and, to assist with support and development.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act). *Delete if not applicable
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks. *Delete if not applicable
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post. *Delete if not applicable

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, senior managers, management teams, managers and staff across all Directorates, project staff

External: District & County Councils, Government agencies and departments, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, members of the public, volunteers

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Matt Maginnis

Date: 23-05-22

Date of grading confirmation: 7th July 2024

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Natural Flood Management Project Officer

Directorate & Section/Unit: E&I

Salary Grade: Scale 6

EXPERIENCE:

- Significant experience of working in flood risk management or a related field
- Significant experience of managing and delivering multi-disciplinary projects
- Significant experience of successful liaison, negotiation and communication with project partners, communities, volunteers, and contractors
- Significant experience of successful liaison, negotiation and communication with landowners and managers
- Substantial experience of working with a range of individuals and organisations
- Significant experience of budget management
- Significant experience of commissioning work packages
- Significant experience of managing funded projects
- Significant experience of developing and delivering presentations
- Significant experience of working within competing and conflicting priorities which are subject to change

It is **desirable** that the postholder has:

- Significant experience of cross-border / partnership working in flood risk management
- Significant experience of procurement best practice in the public sector
- Considerable experience of development and implementation of awareness campaigns regarding flood risk management
- Considerable experience of making successful applications for external grant funding
- Demonstrable experience of implementing imaginative surface water management solutions

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- Specialist knowledge of flood risk management
- Specialist technical knowledge of catchment management hydrology and its effect on the management of flood risk
- Specialist knowledge of national and regional bodies and policies related to flood risk management
- Specialist knowledge of relevant Government policies, legislation and best practice
- Specialist knowledge of local, regional and national developments in relation to flood risk management and the impact on infrastructure, property, people and business
- Detailed knowledge of flooding and environment funding and grants
- Excellent written skills in regard to correspondence which are sufficient to convey information in a clear concise and jargon free style
- High quality presentation skills
- Excellent report writing skills
- Strong organisation and planning skills
- Strong numeracy skills
- Excellent computer skills including the Microsoft Office suite

- The ability to communicate, influence and negotiate at all levels
- The ability to facilitate meetings and workshops and present complex information to a variety of audiences
- The ability to prioritise between competing demands
- The ability to use GIS mapping systems
- The ability to build consensus, with good negotiation skills, yet be assertive when necessary

It is **desirable** that the postholder has:

- Specialist knowledge of natural flood management
- Specialist knowledge of issues relating to green infrastructure and its relationship with natural flood management
- Specialist knowledge of land management / agriculture
- Detailed knowledge of rural business support and community development
- Detailed knowledge of public sector procurement
- Detailed knowledge of the town and country planning system
- Detailed knowledge of the role of land management in relation to climate change
- The ability to devise and innovate solutions to problems

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the postholder has:

- A Level 6 qualification or equivalent in a relevant area e.g. geography, environment and flood risk management
- Evidence of continuing professional development in a related field

It is **desirable** that the postholder has:

- A Level 7 (post graduate) qualification or equivalent in a relevant subject
- A project management qualification such as PRINCE2 or equivalent experience
- Membership of a relevant professional body

ADDITIONAL INFORMATION

Essential

- The ability to travel throughout the county / neighbouring counties at short notice and where public transport may be limited
- The flexibility to work in different parts of the county / neighbouring counties
- To be able to attend evening and weekend meetings
- An understanding of the need to work flexibly in delivering partnership developments
- Commitment to equal opportunities, anti-discriminatory and anti-oppressive practice
- An ongoing commitment to training and professional development

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