

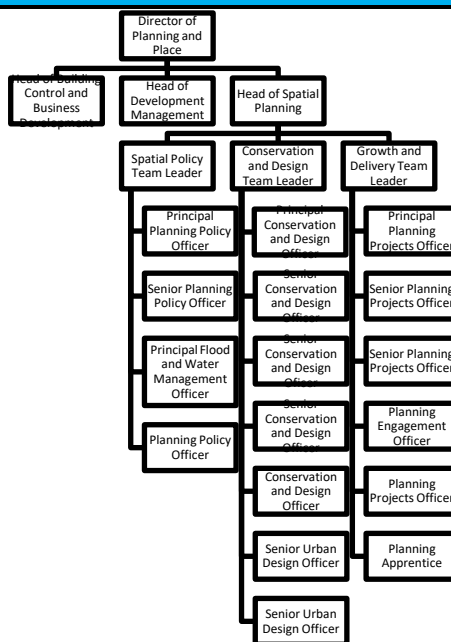
JOB DESCRIPTION

Job title	Principal Flood and Water Management Officer
Directorate	Environment & Resident Services
Service	Planning and Place
Team	Planning Policy
Grade	Grade G

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Planning Policy Team Leader
Employees directly supervised (if applicable):	None

Organisational structure chart (job titles only, no employee names)



1. JOB PURPOSE:

To ensure that the Council meets the requirements set out in the Flood and Water Management Act 2010, the Flood and Risk Management Regulations 2009 and related regulations and guidance.

Keeping the Council's planning policies and guidance on flood related issues up to date by planning and leading projects and work streams including researching and writing policy, leading consultation and engagement exercises and taking those projects and work streams through the milestones to external examination where necessary, working across the Spatial Planning service seamlessly. Implementing and delivering policies and guidance in practice, including by running projects, preparing appeal statements, appearing at public inquiries and hearings and answering enquiries from applicants, their agents and other customers in relation to planning matters, advising other departments as required. Liaising and working closely with Thames Water on flood mitigation measures in the borough and mitigating surface water flooding by leading on flood mitigation and SuDS projects.

2. DESCRIPTION OF DUTIES:

1. Lead the Council's statutory responsibilities as the Lead Local Flood Authority (LLFA). This includes meeting the requirements as set out in the Flood and Water Management Act (FWMA) 2010 including the designation of features and maintaining the public register of Flood Risk Management Assets which stands to public scrutiny.
2. Provide timely, technically robust LLFA consultation responses to the Local Planning Authority, including recommendations for planning conditions where appropriate.
3. Provide technical advice on flood mitigation measures and on the adequacy/quality of site-specific Flood Risk Assessments that accompany planning applications.
4. To manage and commission, where appropriate, the delivery of new and the repair or maintenance of existing relevant flood defences and critical assets.
5. Develop a coordinated management of flooding from different sources: surface water, groundwater and ordinary watercourses. This includes the investigation and recording of flooding events (in a flood incident recording system) and to provide and require information from relevant stakeholders to manage flood risk.
6. Commission, manage and undertake technical research including commissioning consultants as required and ensure the timely delivery, consultation, adoption and review of the strategies, plans and maps required under the FWMA 2010. In particular ensuring that we have an up-to-date Local Flood Risk Management Plan, Local Flood Risk Strategy, Surface Water Management Plan, and Flood Risk/Flood Hazard Maps.
7. Review and improve the quality of the existing data relating to flood risk in the local area. To improve the understanding of flood risk in the local area by reviewing existing information and data and by seeking additional data sources, particularly data from Thames Water and from local historic flooding incidents.
8. Stay up to date with any changes to national water and flood risk policy, guidance, trends and government initiatives, so that delivery of projects and policies follows current guidance. Keep senior management and members informed of significant policy changes that may affect the Borough.

9. Ensure robust evidence base is developed for the Local Plan when required within the stipulated timescales both for supporting planning policies as well as site allocations. Assist in writing planning policies as part of any Local Plan review and contribute to any planning or other useful guidance so that the Borough remains at the forefront of managing flood risk and mitigating its impacts.
10. Coordinate and provide expert input into major water, sewerage and flood infrastructure projects to ensure opportunities are maximised to reduce flood risk and improve resilience across the Borough.
11. Manage the delivery of flood alleviation schemes arising from the duties as a LLFA. Apply for funding from the Thames Regional Flood and Coastal Committee and other relevant bodies and lead the implementation of flood risk projects to reduce flood risk in the Borough.
12. Advise Members, senior officers, residents and other stakeholders as appropriate about the causes and sources of flooding and potential solutions to mitigate flooding, including the cost effectiveness of flood risk management. In doing so engage with communities particularly those affected by flooding in the Borough.
13. Represent the Council at local, regional and London-wide forums to work collaboratively and provide advice to other council departments to help deliver SuDS schemes and other projects relating to mitigating flood risk as appropriate.
14. Develop and maintain strategic partnerships and work with neighbouring authorities, other LLFAs in London, London Drainage Engineering Group (LoDEG), the GLA, Thames Water, the Environment Agency, DEFRA, London Councils and other key stakeholders to help deliver flood mitigation, resilience and policies collaboratively.
15. Manage the allocated budget for the delivery of the LLFA duties and projects ensuring value for money and seek external and other funding as appropriate.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Essential: • Degree in Planning, Civil Engineering, Environmental Management, Flood Risk Management or a related discipline or significant relevant experience. • Chartered membership of the Royal Town Planning Institute, Chartered Institution of Water and Environmental Management (CIWEM) or equivalent professional body or working towards it. • Evidence of continuous professional development

C	Skills, knowledge and experience • Significant knowledge and practical experience of LLFA duties and relevant legislation including the Flood and Water Management Act 2010 and national policy both for flooding and planning. • Relevant experience of providing LLFA comments on planning applications and some experience of working on planning policy and related evidence. • Ability to analyse complex technical information and develop practical solutions to flood risk management issues. • Sound knowledge of London planning issues and those affecting Kensington and Chelsea. • Public sector procurement experience which could be at another local authority, Government or private consultancy service. • Experience of planning public participation processes and facilitating events. • Ability to communicate clearly and confidently when presenting information to a wide audience such as at internal meetings, public events and committee meetings. • Ability to prepare high-quality articulate and concise reports. • Experience of effectively managing a complex and heavy workload with ability to balance competing priorities. • Proficient IT skills including the use of relevant software and data management systems such as GIS.
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

	Our Values & Behaviours
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input

E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

We work together and in partnership with everyone that has an impact on the lives of our residents.

- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.