

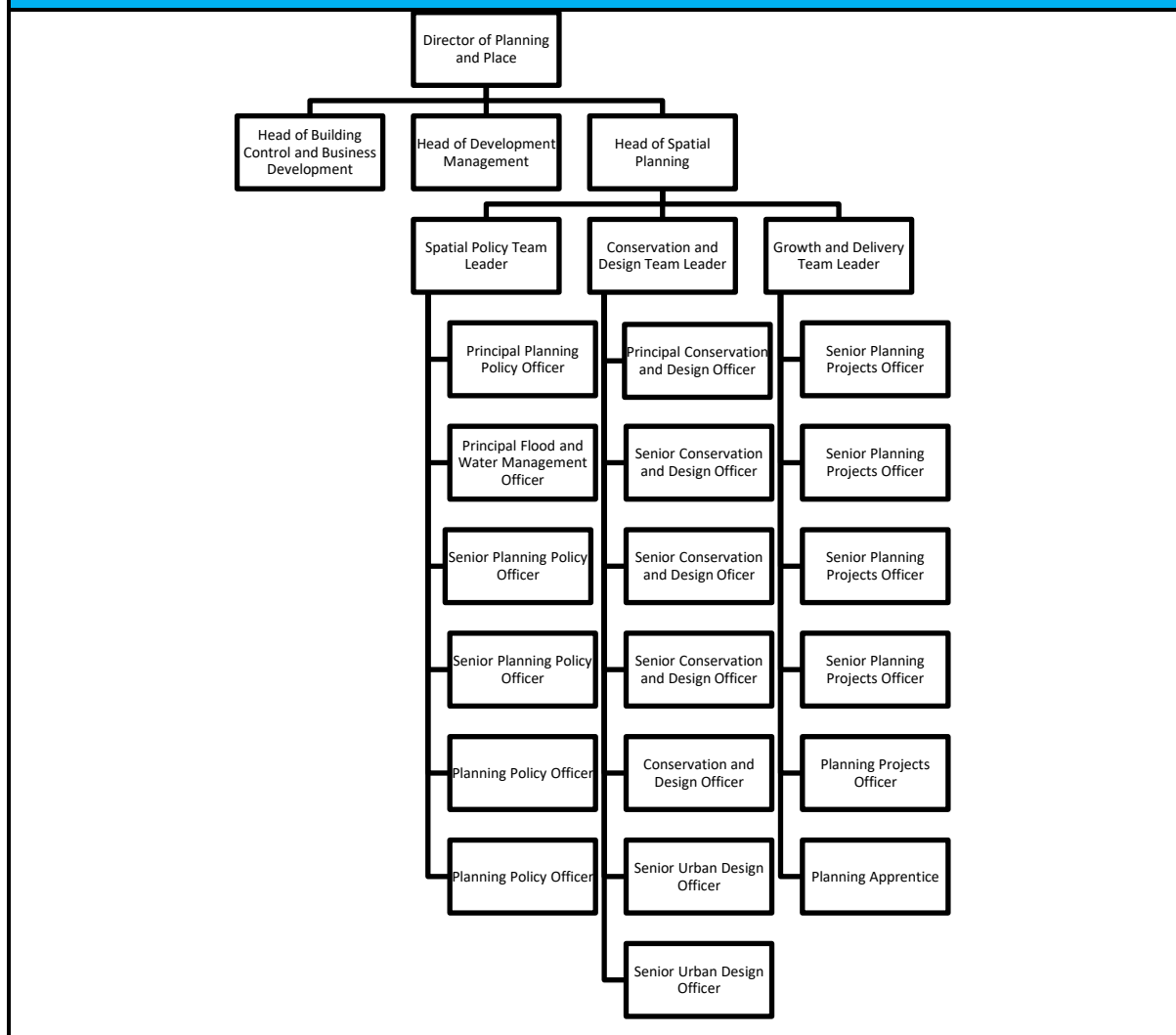
JOB DESCRIPTION

Job Title	Principal Flood and Water Management Officer
Department	Planning and Place
Section or Service	Spatial Planning
Grade	G

DESIGNATION:

Responsible to:	Planning Policy Team Leader
Employees directly supervised (if applicable):	n/a

Family Tree (PROPOSED)



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. To manage the Council's duty as a Lead Local Flood Authority. This includes the designation of features with a Flood Risk Management role, the assessment of applications and issuing decisions.
2. To manage, or commission, where appropriate, the delivery of new and the repair or maintenance of existing relevant flood defences and critical assets.
3. To develop and maintain a public register of Flood Risk Management Assets which would stand to public scrutiny.
4. To 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 the cooperation with relevant parties to provide and require information to manage flood risk.
5. To 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.
6. To be abreast of national water and flood risk policy, guidance, trends and government initiatives, and ready to prepare senior management and member briefings on matters that relate to the Royal Borough.
7. To undertake 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, 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.
8. 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.

9. To review drainage strategies for major development as a statutory consultee.
10. To coordinate and provide expert input on infrastructure water and sewerage projects such as the Thames Tideway Tunnel and the Counters Creek Project. In particular on the Counters Creek Scheme, following recent flooding events, play a leading role in critically analysing information from Thames Water, including their Independent Review to establish the need for a sewer enlargement scheme and other mitigation measures such as FLIPS as appropriate.
11. To manage the delivery of flood alleviation schemes arising from the duties as a Lead Local Flood Authority (LLFA). To bid for funding to 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. To provide technical advice on flood mitigation measures and on the adequacy/quality of site-specific Flood Risk Assessments that accompany planning applications.
13. To advise Members, officers, residents and others as appropriate on the causes, sources and potential solutions, including the cost effectiveness of these solutions, of flood risk in the local area.
14. To provide advice to other council departments and to work on corporate projects as required.
15. To be responsible for flood risk management within the Council and to commission and manage consultants and contractors as appropriate.
16. To develop and maintain strategic partnerships and work with neighbouring, other LLFAs in London, LoDEG, the GLA, Thames Water, the EA, DEFRA, London Councils and other key stakeholders.
17. To represent the Council at sub-regional/London-wide level for flood related work/studies.
18. To bid for resources and manage the allocated budget for the delivery of the Lead Local Flood Authority duties and projects ensuring value for money

3. DIMENSIONS:

(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

(a) Annual budgetary amounts with which the job is either directly or indirectly concerned

(b) Any other statistics relating to the work

Responsible for directorate statutory returns

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Principal Flood and Water Management Officer
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Conditions to Note:

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.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership 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: Essential: - Degree (or equivalent) in planning, engineering, environmental, or similar subject - Licentiate membership of the Royal Town Planning Institute, Chartered Institution of Water and Environmental Management (CIWEM) (or equivalent) - Evidence of relevant continuous professional development
C	Knowledge and Experience: Essential - Significant knowledge and experience of LLFA duties and relevant legislation - Planning experience, ideally some of which should have been gained in a planning policy environment - Excellent working knowledge of current planning legislation and practice, especially in relation to local plans and neighbourhood planning - Able to communicate clearly and articulately with the spoken word - Able to give both informal and formal presentations and confident in communicating with a wide range of people at all levels - Able to construct concise, articulate reports presenting arguments clearly and persuasively - Able to prioritise and effectively manage a heavy workload

	• A methodical and thorough approach to routine tasks and when dealing with detailed work • Able to use initiative within own role as appropriate • Able to meet short deadlines whilst retaining quality through effective time management and reviewing progress • Shares information and liaises with others in order to meet objectives • Commitment to the provision of a quality service to customers • Good keyboard and IT skills • A sound knowledge of London planning issues and those affecting Kensington and Chelsea • Experience of presenting and answering at committee • Some experience of arranging small scale contracts for consultancy advice • Experience of planning public participation processes and facilitating events
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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
G	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.