**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Flood Risk Management Officer |
| Salary: |  |
| Grade: | Grade 9  |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Flood risk management |
| Service Area: | Planning Regulation and Enforcement in Economy of Place |
| Primary Location: | County Hall, Oxford OX1 1ND. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | None |
| Responsible to: | Team Leader – Flood Risk Management |
| Responsible for: | NA |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| This role is to be a focal point within the Flood Risk Management Team to support the management of flood risk in Oxfordshire. This role will look to work in partnership with flood risk authorities and through community engagement to ensure the council is meeting its statutory duties as Lead Local Flood Authority, reducing the risk and impacts of flooding on people and to improve communities' resilience to flooding.The post holder is responsible for the following activities:* Engage, collaborate and work with other risk management agencies, internal teams and communities to better understand and mitigate the risk and impacts on flooding on Oxfordshire communities.
* Work with Team Lead and Senior Flood Risk Management Officer in relation to community engagement in the team and work in close collaboration with other internal teams such as Highways, Resilience and Climate
* Support the development of community based measures such as PFR, flood plans and small scale works to enable communities to provide for their own resilience.
* Support the development of strategies, policies and delivery plans relating to flood risk management.
* Working with colleagues to develop small scale works and develop options for flood resilience measures.
* Working with the team to deliver relevant parts of the Service Plan.
* Working with colleagues to identify and evaluate the opportunities for income generation aimed at improving services and delivering new revenue streams
* Supporting and enabling colleagues across the team to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

 To work with our residents, staff, Members, partners and suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.   To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.   To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.   The role will require working with members of the senior leadership team, other senior officers, Members, suppliers, communities and other partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.   |

## Job Responsibilities

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| Technical / Professional Skills * Work with internal and external flood risk partners and authorities within Oxfordshire to mitigate the impact of flooding on individuals and communities.
* Support the information and data gathering for the existing mapped flood risk areas across Oxfordshire from information held by the LLFA / Districts / Highways / Water Companies including collation and review of known locations of highway flooding, locations of property flooding as reported to the LLFA and other risk management authorities, and the Environment Agency’s flood map for surface water to target the most high risk areas for intervention.
* Assist in working with other risk management authorities to assess areas for potential schemes and to develop actions, identify funding and deliver schemes.
* Work with the Flood Risk Management Team to support the development and implementation of policies, procedures, systems and training regarding the use of Sustainable Drainage Systems. Which may include the implementation of Schedule 3 of the Floods and Water Management Act.
* Where required work closely and in partnership with County and District and City Council Officers to develop strong relationships and joint approaches to tackling flooding in the most effective way possible.
* Assist in the development of bids for external funds to deliver additional work to mitigate flooding.
* Preparing reports, and with colleagues, maintain records, handle daily correspondence and other communications politely, speedily and effectively.

  Relationships and Stakeholder Management  * To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
* To contribute to the development of advice, written reports and briefings relating to this area of activity to Members, the council’s leadership team, programme boards, committees, MPs, and other stakeholders as required.

 Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Level 6 Qualification a related subject or equivalent relevant experience. | A, I |
| An awareness of flood and water legislation and climate change issues | A, I |
| Excellent communication skills both oral and written | A, T |
| Excellent interpersonal skills | A, I, T |
| Excellent organisational and IT skills | A, I |
| The remit of this role is across Oxfordshire, including rural locations. Access to adequate transport and a valid driving licence is therefore required. | A |
| Experience with data collection, management and interpretation | A, I, T |
| Desirable Criteria | Assessed By: |
| Professional membership of a relevant organisation | A, D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

October 2023