**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Team Leader – Flood Risk Management  |
| Salary: |  |
| Grade: | G14 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Flood Risk Management |
| Service Area: | Environment & Circular Economy, within the Directorate of Environment & Place |
| Primary Location: | County Hall, OxfordPlease 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: | £150k |
| Responsible to: | Operational Manager - Flood Risk Management |
| Responsible for: | Senior Officer Flood Risk Management  |
| Political Restricted Post: | No |

## Job Purpose

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| This role is to provide a technical lead in the councils flood risk management team developing partnership working, policy and 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 communities.The post will have a leading role in the team and the post holder will deputise for the Team Leader if required.   The post holder will be accountable for the following activities:- * Collaborate and work with other risk management agencies and internal teams to better understand and mitigate the risk and impacts on flooding on Oxfordshire communities.
* Support the development of strategies, policies and delivery plans relating to flood risk management.
* Working with colleagues and stakeholders to identify and evaluate the opportunities for income generation, funding bids or efficiency savings.
* Working with the team to deliver relevant parts of the Service Plan.
* Act as an escalation point in relation to queries or issues that cannot be resolved by officers/team members.
* Supporting and enabling colleagues across the team to embed the systems to achieve continuous improvement, establishing challenging performance goals and reporting progress.

 To support our organisation, people and partners to plan for the future, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.   The postholder will be expected to provide the Operational Manager with information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.   |

## Job Responsibilities

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| Technical / Professional * Create and develop strong relationships with internal and external flood risk authorities within Oxfordshire to create a high level of cooperation ensuring a joined up approach to flooding issues.
* Identify and apply for funding to external bodies and funds to supplement the councils investment and flood mitigation activity.
* Lead and respond to strategic planning consultations within County as part of the wider LLFA role in conjunction with the Surface water team lead.
* Coordinate and project manage the production, regular review and delivery of the Oxfordshire Flood Risk Management Strategy.
* Keep local process and procedures up to date, regularly reviewing to ensure they are current, fit for purpose and as lean as possible and ensure that enquiries received are responded to in line with corporate deadlines.
* Ensure good quality customer focus including thorough responses to enquiries and complaints within corporate timescales, and responses to FOI / EIR, acting as the escalation point for the team.
* Keep informed of government policy and legislative changes which impact on the services and ensure appropriate measures are put in place to achieve compliance in delivering excellent services at the lowest cost to the taxpayer.
* 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.
* Lead on corporate, directorate and service performance management and reporting for the service.
* Support the Cabinet Member with responsibilities for Flooding – to include attendance at and provision of advice and assistance at RFCC meetings. To stand in for the Cabinet Member at meetings as and when required.
* Be the primary contact with the Environment Agency in relation to the project management of the Oxford Flood Alleviation Scheme and to cascade information to senior officers and partners as appropriate.
* Write briefing papers and translate complex flood risk issues into readily understood language/images for senior managers and Directors.
* To steer and manage consultants as and when required to achieve best value for money and appropriate outcomes
* Provide information and advice to members of the public, councillors, local interest groups and others on flooding issues.
* Support the development and delivery of funded projects and programmes to provide flooding improvements within the county.
* Promote understanding and provide information on local flooding and the services of the team via the Council’s website, intranet, information resources and training programmes. Be responsible for the Flooding Toolkit webpages ensuring they are accessible and up to date.
* Deputise for the Operational Manager when required.
* Such other duties as might reasonably be required to promote the LLFA duties.
* Contribute to the broader work of Environment and Circular Economy and the wider Directorate

 Team Leadership and Management* Promote and deliver a positive and proactive Health, Safety and Wellbeing culture and ensure this is embedded into everyday working and legislative requirements and council policies and procedures are met both within the team and by suppliers.
* To lead, inspire and motivate the direct team, through the efficient and effective management of services, staff and resources.
* Develop a workforce plan within the team, ensuring that there is sufficient resource and managing any recruitment within the team
* Undertake any HR processes within the team, including onboarding and induction, one to one/12.3.2 meetings and performance management.
* Create a clear sense of ambition, performance and ownership of objectives through the effective use of performance management processes ensuring delivery of required service standards.
* Embed a culture of continuous improvement, building skills and knowledge amongst staff across the team. This may include the delivery of training to the team or colleagues.
* Promote a strong customer focus within the team and take account of stakeholder requirements, building them into work planning.

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.
* Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
* To contribute to the development of advice, written reports and briefings relating to the service 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: |
| A relevant level 6 qualification or with an equivalent level of experience in a relevant subject and / or an equivalent | A / D |
| Experience developing and delivering multi agency initiatives, strategies and policies | A / I |
| Experience of the development, procurement and management of contracts and legal agreements | A / I |
| Excellent knowledge and awareness of flood and water legislation and climate change issues | A / I |
| Substantial experience of successful partnership working with internal and external partners and stakeholders | A / I |
| Excellent communication skills both oral and written | A / I |
| Excellent interpersonal and organisational skills | A / I |
| Experience with data collection, management and interpretation | 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 |
| Desirable criteria | Assessed By: |
| Experience managing a team and budget | A / I |
| Professional membership of an appropriate organisation | A / I / D |
| Higher degree in a relevant subject | 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 | [x]  | 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