

# Kent County Council

## Job Description: Flood Risk Project Officer

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<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Division / Team:</b>	<b>Environment and Waste / Flood and Water Management</b>
<b>Location:</b>	<b>Maidstone</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Flood and Water Manager</b>

### **Purpose of the Job:**

The post holder will work in the Flood and Water Management Team and support the delivery of Kent County Council's (KCC's) role as Lead Local Flood Authority. They will lead on the delivery of projects to deliver flood risk management projects to reduce the risk of flooding, in accordance with the Local Flood Risk Management Strategy.

They will oversee the development, funding and delivery of projects that manage the risks from local flood sources. They will be a point of contact for residents and communities about our plans to manage flood risk and the projects that we are undertaking. They will work with partners to deliver projects that provide multiple benefits for Kent and support our wider objectives to improve outcomes for residents and support the environment.

### **Main duties and responsibilities:**

1. Acting as the project manager, oversee consultants that investigate local flood risks in the county for a range of flood risk management purposes, including
  - to investigate flood and map flood risks
  - to identify appropriate flood risk management options
  - to design schemes that manage these risks
2. Develop the scope of works for these projects, procure consultants in accordance with KCC's procurement protocols and manage the consultants to ensure projects are on time, on budget and deliver the necessary objectives.
3. Working with the Flood and Water Manager and the Partnerships and Programme Officer identify funding to support the delivery of flood risk management projects. Develop funding bids and business cases to secure funding.
4. Supervise the delivery of flood risk management schemes by contractors. Prepare the scope of works for the scheme and procure contractors to deliver it. Supervise the delivery of the scheme by the contractor.

5. Support the development of the programme of flood risk management projects, helping to identify and prioritise projects to deliver.
6. Liaise with local communities, residents and their representatives on the delivery of our flood risk management projects, providing feedback and updates to ensure they are kept informed of progress, which may require work outside of core office hours.
7. Work with partners, including risk management authorities, planning authorities and local communities, to develop opportunities for partnership projects, providing support as necessary to projects delivered by partners.
8. Support the Flood and Water Management Team to develop flood risk management policy and promote the work and activities of the team. Provide support to other tasks necessary to the functioning of the Flood and Water Management Team.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
 Person Specification: Flood Risk Project Officer

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>CRITERIA</b>	
<b>QUALIFICATIONS</b>	Graduate level qualifications in an environmental, engineering, or physical science discipline or equivalent knowledge / professional experience.
<b>EXPERIENCE</b>	<p>Substantial project management experience in a relevant field including budget management</p> <p>Experience of managing consultants and contractors to deliver projects</p> <p>A track record of writing successful funding bids for projects, particularly in an environmental, flood risk management or water field</p> <p>Experience of working with communities and community representatives.</p>
<b>SKILLS AND ABILITIES</b>	<p>Excellent project management skills, including an ability to write and oversee the delivery of a scope of works for professional services</p> <p>An ability to adopt an organised and methodical approach to work</p> <p>Excellent interpersonal skills to deal with a range of stakeholders, partners, senior staff and members of the public</p> <p>Excellent written and verbal communications skills</p> <p>Ability to write business cases and bids for funding</p> <p>Demonstrated ability to work both independently and within a team</p>
<b>KNOWLEDGE</b>	<p>An understanding of flood risk management and drainage principles.</p> <p>A detailed knowledge of the legislation and guidance relevant to flood risk management.</p> <p>Knowledge of CDM</p>

<b>VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take calculated risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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