

Kent County Council

Job Description: *Junior Flood Risk Planning Officer*

Directorate:	Growth Environment and Transport
Division / Team:	Environment and Circular Economy / Flood and Water Management
Grade:	KSF
Responsible to:	Flood and Water Team Leader

Purpose of the Job:

To support the delivery of the County Council's surface water drainage planning consultee function as the Lead Local Flood Authority within the Flood and Water Management Team. To provide flood risk and drainage advice in response to planning applications/consultations in Kent and manage enquires from developers and planning authorities. The post holder will also assist with the development of local flood risk and drainage policy and planning guidance to support this function.

Further to the planning consultee function there will also be the opportunity to assist with land drainage authority functions and with the development and delivery of flood risk management projects where required.

The post holder will have their own caseload and will support senior officers where necessary.

Main duties and responsibilities:

1. Support the County Council's surface water drainage planning input to:
 - Strategies, plans, development proposals and consultations.
 - Planning applications including those relating to County matters.
2. Assist in providing surface water drainage and flood risk advice in relation to the development of Local Plans, Strategic Flood Risk Assessment, Local Flood Risk Management Strategies and other strategic documents in the county in accordance with KCC policy on surface water drainage and local flooding.
3. Provide flood risk and drainage advice to KCC teams, providing scrutiny of, and advice on, drainage strategies to ensure compliance with the National Planning Policy Framework (NPPF) and best practice. To assist with training, where required, for KCC staff on flood risk and drainage matters.
4. Act as a point of contact internally and externally on general issues relating to flood risk and drainage in planning and support awareness raising activities as appropriate.

5. Work with other partners involved in flood risk and drainage, including the Environment Agency and Internal Drainage Boards, regarding planning advice and policy to ensure a coordinated response across the county.
6. Assist in delivering projects which support KCC commitments to flood risk management and sustainable drainage.
7. Provide general support to other tasks necessary to the functioning of the Flood Risk Management Team.

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

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Person Specification: *Junior Flood Risk Planning Officer*

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Proven professional qualification to degree level or equivalent in a Science, Engineering or Mathematical subject or an equivalent ▪ GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification). ▪ GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification).
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a relevant field demonstrating an excellent understanding of flood risk and drainage issues. • Proven track record of providing effective advice on flood risk and drainage matters to a range of customers. • Experience of working as part of a team and with partners. • Experience of gathering, organising and analysing data. • Experience at communicating verbally and in writing to a varied audience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good problem-solving skills • Methodical, organised worker. • Good written and spoken communication skills. • Good team working and networking skills. • Ability to use GIS effectively to assess and analyse geospatial data
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of drainage and flooding principles • Knowledge of English planning policy
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate,</p>

	<p>understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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