

# Kent County Council

## Job Description: Flood Risk Officer

---

<b>Directorate:</b>	<b>Growth Environment and Transport</b>
<b>Division / Team:</b>	<b>Planning, Environment and Enforcement / Flood and Water Management</b>
<b>Location:</b>	<b>Maidstone</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Sustainable Drainage Team Leader</b>

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

The post holder will work in the Flood and Water Management Team as a key member supporting the delivery of the County Council's Lead Local Flood Authority role, including the statutory surface water drainage planning consultee and the land drainage authority functions.

They will provide specialist flood risk and drainage advice in response to planning applications/consultations in Kent and enquires from developers and planning authorities, in accordance with the [Drainage and Planning Policy](#). They will assist with the development of local flood risk and drainage policy and planning guidance to support this function. They will also provide land drainage advice and assess Land Drainage Consents in accordance with the [Land Drainage Policy](#).

Working with the Flood Risk Team, they will support (and lead as appropriate) the identification, development and delivery of flood alleviation and drainage projects. They will undertake analysis of flood data, KCC databases and other information to identify and assess flood risks in the county.

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

1. Support Kent County Council's statutory surface water drainage planning role by reviewing and providing technical responses and recommendations, in accordance with KCC's Drainage and Planning Policy and general wider guidance, on the drainage and surface water implications of:
  - Strategies, plans, development proposals and consultations (both external and internal to KCC)
  - Planning applications including those relating to County matters.
  - Public enquiries.
2. Provide flood risk and drainage advice for the development of Local Plans, Strategic Flood Risk Assessments, 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 departments on drainage strategies for their projects to ensure compliance with the National Planning Policy Framework (NPPF) and best practice surface water management.
4. Support the Sustainable Drainage Team Leader to provide training, where required, for KCC staff, local planners, developers and consultants on flood risk, drainage and KCC's role.
5. Support the provision of land drainage advice and assess land drainage consents in accordance with the county's Land Drainage Policy.
6. Work with other partners involved in flood risk and drainage in planning, including other KCC teams, the Environment Agency, Internal Drainage Boards, and Local Councils regarding flood risk management, drainage, and planning policy to ensure a coordinated response across the county.
7. Assist in the implementation of, and where relevant lead, flood risk management and sustainable drainage projects as part of KCC's role as Lead Local Flood Authority.
8. Provide support to other tasks necessary to the functioning of the Flood Risk Management Team, this will include but not be limited to assisting with KCC's role as the Land Drainage Authority.

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 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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ Relevant professional qualification.</li><li>▪ GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification).</li><li>▪ GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification).</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ Experience in a relevant field demonstrating an excellent understanding of flood risk and drainage issues.</li><li>▪ A track record of providing effective advice on flood risk and drainage matters to a range of customers.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>▪ Excellent verbal and writing skills</li><li>▪ An ability to technical issues to professional partners, elected members and the general public.</li><li>▪ An ability to adopt an organised and methodical approach to work.</li><li>▪ An ability to persuade and influence.</li><li>▪ A working knowledge of GIS, as well as an ability to operate a range of other computer programs.</li><li>▪ An ability to work both independently and within a team</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>▪ An understanding of flood risk and drainage principles.</li><li>▪ A detailed knowledge of the legislation and guidance relevant to flood risk and drainage.</li><li>▪ Knowledge and understanding of the planning framework, NPPF, development control and the plan making process.</li></ul>

**BEHAVIOURS AND  
KENT VALUES**

**Kent Values:**

- 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

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take calculated risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making