

Kent County Council

Job Description: Flood Risk Officer

Directorate:	Growth, Environment and Transport
Unit/Section:	Planning, Environment and Enforcement / Flood and Water Management
Grade:	KR8
Responsible to:	Sustainable Drainage Team Leader

Purpose of the Job:

The post holder will work in the Flood and Water Management Team and support the delivery of the County Council's statutory surface water drainage planning consultee function. They will be responsible for providing consultation responses to the surface water management proposals in planning applications in Kent, in accordance with the [Drainage and Planning Policy](#). They will use our records of flooding and drainage in Kent to provide responses to enquiries from developers about flooding and surface water in the vicinity of proposed development sites.

The post holder will also assist the Flood and Water Management Team in its role as Land Drainage Authority. They will be responsible for preparing Land Drainage Consents and providing advice about land drainage in accordance with the [Land Drainage Policy](#). They will also support the maintenance of land drainage and flood asset data and the delivery of flood mitigation schemes and other projects delivered by the team.

Main duties and responsibilities:

1. Provide responses to planning application enquiries on the surface water proposals in major planning applications based on the County Council's Drainage and Planning Policy, referring complex cases to senior colleagues.
2. Support colleagues in providing advice to developers about the drainage proposals for proposed new developments in pre-application advice.
3. Assess applications for land drainage consent according to the County Council's Land Drainage Policy, referring complex cases to senior colleagues.
4. Provide advice and guidance on land drainage enquiries to developers, members of the public and colleagues in accordance with the Council Council's Land Drainage policy, referring complex cases to senior colleagues.
5. Act as a point of contact internally and externally on general issues relating to flood risk and drainage in planning, providing advice and guidance based on the team's policies.
6. Coordinate with partners involved in flood risk and drainage in planning, including the Environment Agency and Internal Drainage Boards, regarding planning advice and policy to ensure a coordinated response across the county.

7. Assist in the implementation of, and where relevant lead, specific projects delivering KCC commitments to flood risk management and sustainable drainage.
8. 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.

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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.

	CRITERIA
QUALIFICATIONS	Relevant professional qualification to degree level or equivalent.
EXPERIENCE	<ul style="list-style-type: none">• 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 analytical and problem-solving skills, particularly in a flood risk management context.• 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
BEHAVIOURS AND KENT VALUES	Kent Values: <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