

KENT GRADUATE PROGRAMME

YOUR APPLICATION PACK

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FUTURE

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Closing date: **31 January 2022**

**Your Flood and Water
Management Stream**
application pack includes:

Introduction to
Kent County Council

Job description

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January 2022



APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Graduate Flood Risk Officer

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

IMPORTANT NOTE to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.

First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.58 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone. More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, Occupational Therapists, Celebratory Officers and Customer Service Assistants in Libraries. Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership.
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery.

[The Strategic Delivery Plan](#) is our business plan for 2020-2023. In light of COVID-19, this has been revised to focus on those critical activities for 2020-21.

Before the pandemic the Council was consulting on its new, draft 5-year plan. However, this was paused and the County Council have now produced an [Interim Strategic Plan](#).

Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	61 members
Labour	7 members
Liberal Democrats	6 members
Green Party	4 members
Independent Groups	2 members
Vacant	1 member

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transportation
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	Cabinet Member for Economic Development

Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of [six Corporate Directors](#)

Our four directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation and Waste, Regulatory Services, Economic Development, Community Safety and Emergency Planning, Libraries, Registration and Archives, Sport and Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk and Environment, Sustainability and Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

Children, Young People and Education Directorate

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption and Fostering, Standards and School Improvement, Skills and Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment and Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion and Attendance, Early Intervention and Community Learning and Skills and Disabled Children and Young People Teams.

Strategic and Corporate Services

The Directorate supports the delivery of our front-line services. The Directorate leads and coordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

Responsible for services that include:

Engagement, Communications, Organisation Design & Development, Finance, Governance and Law, Infrastructure, Policy and Strategic Commissioning including Procurement and Business Intelligence and Public Health

Job Description

Job Title:	Graduate Flood Risk Officer
Directorate:	Growth Environment and Transport
Unit/Section:	Planning, Environment and Enforcement / Flood and Water Management
Location:	Invicta House, Maidstone (Hybrid Working)
Grade:	KR8
Responsible to:	Sustainable Drainage Team Leader

Job Purpose


The post holder will work in the Flood and Water Management Team and support 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 assess the drainage proposals for major planning applications in the county, in accordance with the [Drainage and Planning Policy](#), and provide advice to the planning authorities. 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 flood risk management 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.

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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. Assist in the implementation of, and where relevant lead, specific projects delivering KCC commitments to flood risk management and sustainable drainage.
 6. 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.
 7. 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.
 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 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.

Person Specification: Graduate 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.

As part of this Graduate Programme there is a requirement to undertake an Associate Project Management Apprenticeship Standard (Level 4) therefore we are unable to accept applications from those with an equivalent/higher level Project Management related qualification e.g. an Undergraduate or Masters degree in Project Management, Prince 2 Practitioner or APM qualification in Project Management.

	Criteria
QUALIFICATIONS	<ul style="list-style-type: none">▪ 2:1 or higher in a Science, Engineering or Mathematical subject.▪ 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 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 / 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.

	<ul style="list-style-type: none"> ▪ 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	<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, 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> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>

Graduate Flood and Water Stream – An Overview

What's Involved

The flood and water management (FWM) stream offers an exciting way to start your career in flood and water management in the public sector. It is ideal for a graduate who is up for the challenge of adapting to the impacts of climate change and protecting the public and businesses from flooding.

KCC is the lead local flood authority for Kent, responsible for the strategy for managing flood risks from surface water and ordinary (small) watercourses across the county and for delivering that strategy. You will work as part of the team that helps to ensure development in the county supports this strategy and manages surface water sustainably and that landowners manage assets to minimise flooding.

You will play an active role in promoting sustainable drainage to local planning authorities and developers. Reviewing the plans for drainage and assessing if these meet the relevant national and local standards, you will have the opportunity to shape the sustainable development in the county. You will also review plans to modify ordinary watercourses and provide advice about their maintenance.

You will also provide support to a range of projects to deliver our strategy and manage water resources in the county, including flood investigations, flood mitigation studies and water resource improvements.

Length of stream

2 years

Salary

Candidates will receive a starting salary of £26,205 which will increase with progress.

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

KCC are currently operating hybrid working giving the flexibility for individuals to work from home. There are also a number of reconfigured office buildings that offer focused work desks for individuals and teams, less formal touchdown spaces for group working or short-period working with your laptop as well as meeting rooms of varying sizes. These are bookable in advance. You will be fully supported to work in a hybrid way, with the necessary induction, management, and equipment.

Training and development

The job provides you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you won't find elsewhere.

Whilst on the programme, you will be provided with the right support to help you achieve the Associate Project Manager Apprenticeship (Level 4). We will commit to your continuing professional development and will support you in your training and as you develop your management skills and knowledge.

Entry Requirements

- a 2:1 degree or equivalent in a science, engineering, or mathematical subject
- a GCSE in Mathematics - grade A to C or equivalent (new grades 4-9)
- a GCSE in English Language - grade A to C or equivalent (new grades 4-9)

All overseas applicants must have the UK equivalent. See our [equivalency table](#) to check if you meet our academic requirements.

Working for Kent County Council

Salary and Status

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counseling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: This post will close at midnight on Monday 31st January 2022

Candidates will be invited to complete a first sift activity: Tuesday 1st – Monday 14th February 2022

Final Stage Interviews: Shortlisted candidates will be invited to attend interview on Monday 7th March 2022

Start Date: Successful applicants will join KCC on Monday 4th April 2022.

How to Respond

To apply please visit www.kent.gov.uk to complete an online application form.