

**LONDON BOROUGH OF LEWISHAM
JOB DESCRIPTION**

Designation:	Climate Adaptation Project Officer	Grade:	PO3
Reports to :	Flood Risk Manager	Grade:	PO6
Directorate:	Inclusive Regeneration	Section:	Climate Resilience

Main purpose of the job:

Deliver projects outlined in Lewisham's Local Flood Risk Management Strategy to time, quality and budget controls.

Secure and deliver investment to retrofit climate adaptation measures within the public realm, green spaces and schools.

Summary of responsibilities and personal duties:

1. Lead the delivery of projects highlighted within Lewisham's Local Flood Risk Management Strategy.
2. Manage stakeholders to ensure that multiple project requirements are met and that projects deliver on time, quality and budget controls.
3. Lead on developing, designing, implementing and pro-actively improving climate adaptation measures and programmes and in particular ensure the active participation of the local community and other stakeholders.
4. Exploit a wide range of opportunities to access external grants to enhance climate resilience and flood mitigation measures and provide technical input to grant applications. Produce high quality applications for funding based on meeting the requirements of funders, supporting delivery of Lewisham's Flood Risk Strategy and delivering benefits for Lewisham's residents.
5. Prepare consultant briefs and specifications of work, manage and administrate consultants, and review consultant performance in relation to the assigned functional areas of responsibility.
6. Update the Council's Flood Risk Asset list, identifying flood risk related structures and their condition.
7. Update the Council's record of flooding incidents working with Highways, Parks, Housing, Emergency Planning and other services to record incidents including the source of flooding, the impact and details of how any incidents were reported.
8. Develop the Council's evidence base in relation to flood risk working with the Environment Agency, Thames Water and others to collect and model data on flooding.
9. Provide input into the assessment of planning applications, reviewing documentation received against Local Plan policy and recording details of applications.
10. Coordinate activity across the South East London Flood Risk Partnership ensuring members receive timely briefings and liaising with other boroughs to agree agendas and ensure the Partnership supports a catchment-wide approach to flood risk.
11. Represent the team on inter-departmental and external stakeholder groups as required.

12. Represent Lewisham at meetings with other services and outside bodies as required (e.g. Police, Emergency Services, Transport for London, Environment Agency, London Drainage Engineer Group (LoDEG), Defra, Developers, Legal Service).
13. Produce papers and reports for Cabinet Member Briefings, Cabinet, other Council committees, and other bodies ensuring the quality and content of all reports is of the highest standard. To present such reports as required, including at local consultative groups, residents' organisations, and meetings
14. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams. Occasional evening and weekend working will be required

All employees are required to:

- Participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work and to manage staff in line with corporate policies and procedures.
- Carry out the duties of the post with due regard to the Council's core values.
- Comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.
- Comply with the General Data Protection Regulations.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Treat all information acquired through employment in strict confidence.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Person Specification

Designation:	Climate Adaptation Project Officer	Grade:	PO3
Reports to :	Flood Risk Manager	Grade:	PO6
Directorate:	Inclusive Regeneration	Section:	Climate Resilience

Notice for candidates

The Person Specification identifies the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in shortlisting and interviewing for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equalities and diversity

A commitment to take action on equalities and diversity issues and to implement the Council's Equal Opportunities policies.

A practical appreciation of the relevance of equalities and social justice in the context of flood risk and the impact of climate change **(S1)**.

Knowledge

An excellent understanding of flood risks and the solutions available to mitigate those risks. **(S2)**

Good working knowledge of project and programme management. **(S3)**

An appreciation of the work of local authorities and their roles and responsibilities in relation to flooding

Experience

Experience of personally managing projects/programmes to successful outcomes. **(S4)**

Experience of working within a project team to implement defined projects to agreed outputs and agreed deadlines. **(S5)**

Experience in preparing complex reports, briefing papers and presentations that are accessible and understood by a range of different audiences. **(S6)**

Experience of successful budgetary management and control. **(S7)**

Experience of working on own initiative and as an effective team member.

Skills

The ability to use initiative and innovate to develop and shape new projects, secure additional funding and establish strong multi stakeholder partnerships.

Effective written and oral communication skills.

Excellent interpersonal skills, with the ability to listen and understand the needs of the client or customer and be able to deliver appropriate and innovative solutions.

The ability to brief senior managers and elected members on complex issues

Excellent monitoring and reporting skills.

Highly self-motivated and directed.

Good computer skills including proficient use of databases.

Qualifications

A degree level qualification in a relevant discipline and evidence of continuing professional development, or experience and evidence of professional development where no degree is held.

(S8)

Personal Qualities

A strong and highly motivated team player.

Not easily discouraged.

Demonstrates flexibility and embraces change.

Committed to achieving and exceeding performance targets.

Belief in providing customer orientated service.

Flexible, innovative and creative approach.

A commitment to personal development. **(S9)**

Circumstances

Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines. **(S10)**

DBS Disclosure Required? No Basic Enhanced

Physical

Generally candidates must meet the standard Lewisham requirements for the post.

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