

**LONDON BOROUGH OF LEWISHAM
JOB DESCRIPTION**

Designation:	Flood Risk Manager	Grade:	PO6
Reports to :	Head of Climate Resilience	Grade:	SMG 3
Directorate:	Place	Section:	Climate Resilience

Main purpose of the job:

To develop and deliver the Council's Lead Local Flood Authority duties under the Flood Risk Regulations, the Flood and Water Management Act and related regulations and guidance.

To develop and implement flood risk management policies and programmes that support the Council's strategic, financial and environmental objectives.

To shape the Council's approach to public realm in relation to the design of streets and open spaces to integrate sustainable drainage within the provision of sustainable neighbourhoods

To ensure the Council has a robust evidence base underpinning flood risk management and is able to make appropriate decisions on the management of flood risk in the borough.

To commission and manage the delivery of projects and programmes to respond to and reduce flood risk including in relation to flood defences and critical assets and to bid for resources and manage budgets for the delivery of the Council's Lead Local Flood Authority responsibilities.

To be the lead technical officer for sustainable urban drainage and provide input into the assessment of planning applications and policy documents in relation to flooding and drainage.

To collaborate with other risk management authorities to strengthen flood risk management efforts across the catchment, reducing surface water and fluvial flood risks within the borough.

Summary of responsibilities and personal duties:

1. To ensure the authority fulfils its responsibilities as Lead Local Flood Authority under the Flood Risk Regulations and Flood and Water Management Act.
2. To lead the formulation and review of Council strategy and policy relating to flooding including development and implementation of the Flood Risk Management Strategy and associated documents.
3. Work with the Planning service, Highways, Regeneration, Parks and others including Councillors to shape the integration of soft landscaping, planting and nature into public realm approach across the borough and open up innovation through the application of technical expertise to ensure streets and places are adapted to a changing climate and meet the needs of communities now and into the future.
4. To be the lead technical officer on flood risk management and sustainable urban drainage and provide specialist/technical advice in relation to flood risk mitigation and management particularly in relation to surface water flooding, groundwater and ordinary watercourses.
5. Be proactive in driving new thinking and programmes for Lewisham through working with external stakeholders to understand and integrate innovation on funding, design and the integration of green and blue infrastructure in an urban setting.

6. To lead the identification, design, consultation, funding and delivery of flood risk management programmes and projects, in accordance with the Council's Programme and Project management principles and to work with the Environment Agency and others on flooding related schemes benefiting the borough of Lewisham.
7. To prepare feasibility reports and assess viability of proposed projects by providing options, costs and recommendations. To produce business cases, bids and other reports, providing technical expertise to securing funding from Government, the Environment Agency and other bodies for flood risk management schemes. To influence the implementation of wider capital programmes to reduce flood risk and improve drainage. To identify and put in place the internal and external resources needed to support the delivery of programmes, including managing the commissioning and supervision of consultants and contractors in compliance with the Council's Standing Orders and Financial Regulations. To evaluate implemented projects and programmes to ensure that flood risk management programmes are targeted accurately.
8. Manage directly and indirectly a range of staff across a portfolio of flooding and sustainable drainage projects.
9. To work closely with Highways, engineering colleagues, parks and others to secure technical approval and to oversee the implementation of works.
10. Coordinate operational and policy integration across the different disciplines involved in working on the public realm. Influence the design and delivery of corporate programmes and policies to ensure adaptive responses to climate change and the reduction of flood risk through sustainable drainage.
11. To develop and implement a systematic approach to data collection and analysis using geographical information systems, including QGIS, to connect data on flooding incidents, waterways, drainage systems, geological information and other data relating to groundwater, surface water and rivers in and affecting the borough of Lewisham.
12. To develop and implement a corporate approach to monitoring flooding incidents, and where necessary, investigate incidents including but not exclusively in relation to section 19 of the Flood and Water Management Act, working with other flood risk management authorities as well as category one responders under the Civil Contingencies Act.
13. To update and maintain the record of critical structures and other featured relevant to local flood risk as an asset register that is accessible to internal and external parties.
14. To lead technical input into development and implementation of the Council's planning policies relating to rivers and flooding. Interpret and apply guidance on the approval, adoption and maintenance of sustainable urban drainage systems. Liaise with developers and other stakeholders on the implementation of sustainable urban drainage. Provide technical advice on flood mitigation measures and on the adequacy/quality of site-specific flood risk assessments that accompany planning applications.
15. Apply diversified knowledge of design, construction, maintenance and contractual principles and practices in services relevant to flood risk and sustainable drainage. Keep up to date with trends and development in flood risk and sustainable drainage, maintaining a full understanding of advanced techniques, theories, practices and statutory requirements and also in related disciplines.
16. To represent the Council at meetings with external bodies to ensure the interests of the council are protected and maximum benefit accrue to the council and the community. To represent the Council at sub-regional and London-wide flood-related forums.

17. To prepare reports, attend Council Cabinet, Committees, panels, public forums, public inquiries and present reports as required and ensure that casework; requests from Members, MPs and members of the public concerning flooding and drainage receive a proper and timely response.
18. Consult with communities, the Environment Agency, Thames Water, other Lead Local Flood Authorities, relevant land and asset owners and all other bodies concerned with waterways, drainage and related flood risk issues so as to understand needs and issues, inform the Council's policies and programmes and explain the Council's approach to external audiences.
19. To directly manage staff ensuring that they are supported to make a full contribution to the delivery of the service and Council's work on flooding and public realm. To engage, collaborate and lead colleagues internally and external stakeholders to enhance the capacity and focus on flooding and sustainable drainage.
20. To effectively communicate across the organisation the benefits and opportunities of sustainable drainage in supporting wider organisational objectives. Additionally, to provide guidance on best practices for SuDS implementation, ensuring informed decision-making and optimal outcomes.

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, both formally and informally, in strict confidence.

Consideration will be given to restructuring the duties of this post for a disabled postholder

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

Number of fully managed staff:

Title:	Grade	No of posts
Flood Risk Officer	PO3	1

Number of partially managed staff:

Title:	Grade	No of posts
Contractors / Agency	Range	2

PERSON SPECIFICATION

Designation:	Flood Risk Manager	Grade:	PO6
Reports to :	Head of Climate Resilience	Grade:	SMG 3
Directorate:	Place	Section:	Climate Resilience

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

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.

Equality and Diversity

Commitment to implement the Council's Equal Opportunities Policies **(S1)**

Awareness of equality of access and opportunity in a diverse community

Knowledge

Extensive and detailed knowledge of all aspects relating to flood risk management, sustainable drainage and highways maintenance in a local authority context and in an applied engineering capacity. **(S2)**

Knowledge of current legislation including the implementation of planning policy relating to flood risk management and sustainable drainage. **(S3)**

Excellent understanding of public realm and regeneration and practical knowledge of the funding sources available. **(S4)**

Excellent understanding of the principles of financial management and control, including the procurement and management of major capital projects and programmes

An understanding of the challenges and opportunities of working in a local authority in the context of flood risk and public realm

Excellent understanding of the political interface in a local authority and the role and needs of elected members.

Aptitude

To interpret, model and articulate a strong strategic vision for service quality and continuous improvement.

Ability to effectively prioritise and execute tasks in a high-pressure environment.

Ability to coach and mentor other members of the project team in professional project management techniques.

To both manage and support while maintaining high levels of accountability throughout the organisation.

Ability to work as part of a management team contributing to the organisation's overall objectives.

To understand complex policy issues and present them to a range of groups including staff, external partners, stakeholders and elected Members.

A confident, clear and effective communicator with the ability to adjust communication styles to meet the needs of different audiences

Skilled at writing effective, factual and persuasive written reports, funding bids and correspondence.

Extensive expertise in collating and analysing data and using software and mapping systems to interpret geological and technical information.

Good commercial instinct.

Skills

Highly effective written and oral communication skills.

Staff management skills

Experience

Significant experience of delivering a wide range of flood risk management projects including project management throughout the design and consultation phases. **(S5)**

Significant experience in overcoming resistance to change, managing issues and risks and managing multiple stakeholders. **(S6)**

Extensive experience of managing consultants and/or contractors. **(S7)**

Experience of managing project teams and the performance management of project team individuals

Experience of monitoring and controlling capital and revenue budgets.

Experience of planning and managing the deployment of project resources to meet project milestones.

Experience of executing risk management/mitigation strategies and plans.

Experience of understanding, interpreting and applying complex policy and legislation in an operational context.

Experience of interpreting and use of flood risk data, geographic information systems (GIS) and other mapping information. **(S8)**

Experience of managing uncertainty and anticipating its impact on delivery of complex projects.

Experience of establishing effective and productive working relationships with elected Members and other key stakeholders.

General education

Must hold a relevant qualification in transport/engineering/flood risk, or be educated to degree level, or equivalent experience **(S9)**

Personal qualities

Ability to relate to residents, staff, outside agencies and council members.

A strong and highly motivated team player with credibility who commands confidence

Flexible, innovative, creative and determined approach to achieving positive outcomes.

A commitment to learning and development

Circumstances

Able to work beyond core hours including evenings and weekends when needed. **(S10)**

DBS Disclosure Required? No Basic Enhanced

(Tick as appropriate – guidance available from your HR Advisor)

Physical

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

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