

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Business and Environmental Services
<b>Service:</b>	Highways and Transportation
<b>Post title:</b>	Senior Flood Risk Project Engineer
<b>Grade:</b>	M
<b>Responsible to:</b>	Development Management Team Leader
<b>Staff managed:</b>	None
<b>Date of issue:</b>	June 2019
<b>Job family:</b>	<b>P&amp;T - Professional &amp; Technical</b>

### Job context

The Development Management (DM) Team sits within the Network Strategy section of the Highways and Transportation service. The Team's core functions are:

- Delivering the County Council's Highways Development Management Service.
- Undertaking the roles and responsibilities associated with the County Council's function as Lead Local Flood Authority (LLFA).
- Responding to significant and strategic planning application on behalf of the County Council (NYCC) as Local Highway Authority and LLFA.
- Providing strategic guidance to colleagues in other teams dealing with planning applications on behalf of the County Council as Local Highway Authority and LLFA.
- Provide strategic direction on matters relating to highways development management within North Yorkshire.
- Managing developer funded amendments and additions to the highway network mainly through Section 278 Agreements and Section 38 Agreements on behalf of the County Council.
- Inputting to the Community Infrastructure Levy (CIL) process on behalf of the County Council as Local Highway Authority.
- Overseeing the Advance Payments Code procedure within North Yorkshire.
- The development and implementation of the North Yorkshire Local Flood Risk Strategy and the other functions associated with our role as the Lead Local Flood Authority for the County. This includes
  - Strategy and policy development and implementation
  - Development Control and Ordinary Watercourse Consenting
  - Maintaining a Flood Risk Asset Register
  - Project and programme delivery
  - Developing and maintaining partnerships
  - Community engagement

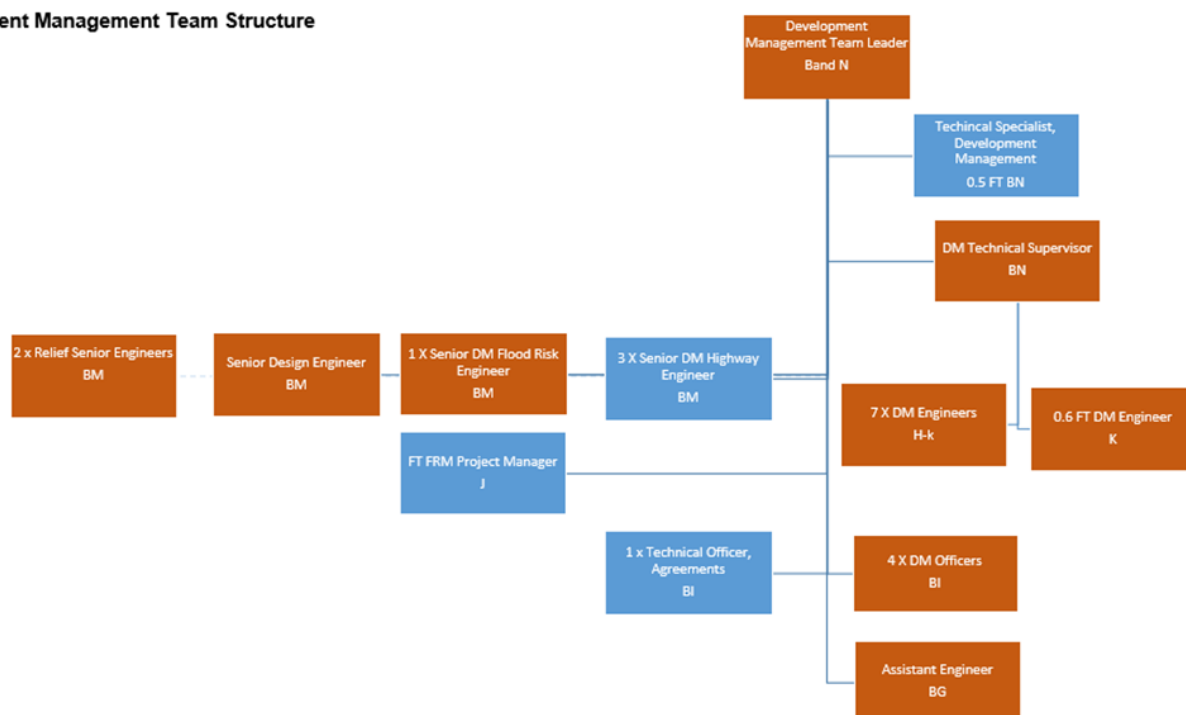
The post will be based at County Hall in Northallerton. This is a politically restricted post.

Some out of normal office hours may be necessary from time to time (e.g. Planning committee meetings and presentations to elected members).

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### Structure

**Development Management Team Structure**



### Job Description

#### Job purpose

**The core focus of this job is to provide engineering and risk management support to the Development Management Team Leader in delivering the North Yorkshire Local Flood Risk Strategy.**

#### Operational management

- Ensure the delivery of effective flood risk management mitigation programme and measures, through strong and effective contract management, performance appraisal and development and training.
- Budget holder for capital codes relating to the flood risk management programme of works
- Actively promote and develop the Business Unit's contribution to the County Council's corporate objectives through contribution to strategy and policy development and delivery
- Offer technical advice to development management engineers and officers in flood incident reviews and investigations in accordance with the Local Flood Risk Management Strategy

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	<ul style="list-style-type: none"> <li>• Prepare design briefs for consultants in consultation with the Development Management Team Leader</li> <li>• Manage the design, consultation, supervision and measurement of flood risk management schemes, and checking/processing of invoices</li> <li>• Carry out the County council's duties with respect to the authorities role as LLFA</li> <li>• Lead officer on the county LLFA response to strategically important planning applications.</li> <li>• Technical specialist on SuDS, ensuring development proposals comply with relevant standards and specifications</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and maintenance of strong and effective professional relationships with partner organisations and other stakeholders</li> <li>• Substitute lead officer for Regional Flood and Coastal Committee and North Yorkshire Flood Risk Partnership, to the Development Management Team Leader</li> <li>• Influence the way partner organisations respond to the challenges of the flood risk management agenda as it develops and changes</li> <li>• Create key policy documents and committee reports relating to LLFA matters, where appropriate presenting these at committees</li> <li>• Liaise with Contractors, colleagues, members and other stakeholders in all aspects of the delivery of flood risk management projects</li> <li>• Lead officer on formal section 19 investigation and report writing and publication</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Effectively manage capital budgets relating to the FRM programme</li> <li>• Provide technical support to engineers and officers in the wider team on matters relating to flood risk management</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• The post holder is required to have a general understanding of Word, Excel, E-mail, PowerPoint and relevant mapping software.</li> <li>• Utilise and assist in the development and implementation of administrative and information systems</li> <li>• Maintain asset and incident records as required.</li> <li>• An understanding of flood modelling techniques is required.</li> </ul>

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### Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Excellent understanding of legislation, techniques and practices associated with flood risk management</li> <li>An excellent understanding of Planning procedures and relevant legislation</li> <li>Knowledge of flood risk mapping and an awareness of hydraulic modelling techniques</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>Significant experience in Flood Risk Management</li> <li>Experience of the procurement of flood risk management related works</li> <li>Experience in contract supervision</li> </ul>	Experience of budgetary control
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Analytical Skills Critically analyses diverse information presented in a variety of formats</li> <li>Contract Management Skills Able to effectively monitor and manage contracts to ensure the service delivered complies with those contracts.</li> <li>Decision Making Skills Makes decisions which influence a range of actions, projects and / or people.</li> <li>Financial / Budget Management Skills Processes and / or monitors the use of financial information.</li> <li>Persuading, Influencing and Negotiation Skills Uses a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations.</li> <li>Problem Solving Skills Uses creativity and innovation to generate solutions for difficult issues. Identifies possible causes of problems and implements solutions to minimise future occurrence.</li> <li>Project Working Skills Takes responsibility for specific aspects of a project.</li> <li>Resilience Manages pressure effectively and copes well with setbacks.</li> <li>Written Communication Skills Communicate effectively in writing to produce documents in a range of formats and styles to suit a range of audiences.</li> <li>Risk Management Skills Able to conduct informal risk assessments within area of responsibility</li> <li>ICT Skills – Intermediate ICT Skills in the use of AutoCAD and Microsoft Packages.</li> </ul>	
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <p>A National Level 5 Qualification in Flood Risk Management or similar technical discipline</p> <ul style="list-style-type: none"> <li>HND (Higher National Diploma)</li> <li>DipHE (Diploma in Higher Education)</li> </ul>	Degree in engineering or geography based subject

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- FdA; FdSc (Foundation degree)	
<b>Other Requirements – all Bands</b>	
<ul style="list-style-type: none"> <li>• Current Driving Licence</li> <li>• Ability to travel across the County</li> </ul>	•
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.