

## Job profile

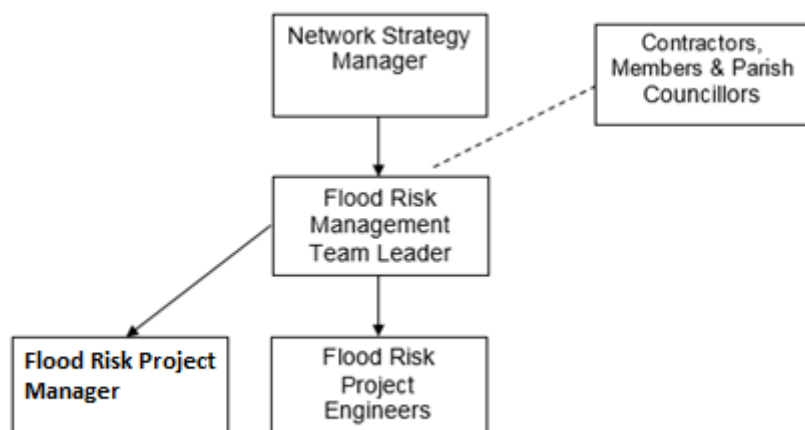
### Service and job specific context statement

**Directorate:** Business and Environmental Services  
**Service:** Highways and Transportation  
**Post title:** Flood Risk Project Manager  
**Grade:** Fixed Term 1 year -  
**Responsible to:** Flood Risk Management Team Leader  
**Staff managed:** None  
**Date of issue:** 2018  
**Job family:** P&T - Professional & Technical

### Job context

The Flood Risk Management Team is responsible for 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 powers under the Flood and Water Management Act (2010) to undertake works to address flooding from surface water and ground water sources. This post will lead specific delegated flood mitigation projects within N Yorks.

### Structure



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### Job Description

<b>Operational management</b>	<p>Ensure the delivery of effective flood risk management mitigation plans and measures, through strong and effective contract management, performance appraisal and development and training.</p> <ul style="list-style-type: none"> <li>• Produce business cases, including economic analysis for submission to third party funders.</li> <li>• Prepare design briefs for consultants in consultation with the Flood Risk Management Team Leader</li> <li>• Provide project management and supervision, to ensure delivery of the North Yorkshire County Council Flood Risk Programme i</li> <li>• Ensure the effective ordering and implementation of flood risk management works</li> <li>• Manage the design, consultation, supervision and measurement of flood risk management schemes, and checking/processing of invoices</li> <li>• Evening and weekend work may sometimes be required</li> <li>• Support delivery of flood grant schemes, receiving input from FRM engineers</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>• Provide guidance and advice on flood risk management issues to stakeholder and community groups</li> <li>• Liaise with Contractors, colleagues, members and other stakeholders in all aspects of the delivery of flood risk management projects</li> <li>• Reply directly to correspondence received by the Flood Risk Management team.</li> <li>• Organise and facilitate stakeholder events</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Effectively manage resources.</li> <li>• Manage the budget of schemes specifically delegated, liaising with the Contractor and Line Manager as required.</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> </ul>

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### Person Specification

#### Essential upon appointment

##### Knowledge

- An understanding of effective project management techniques
- A basic understanding of flood risk issues

##### Experience

- **Experience of delivering projects**
- **Experience of working in a multi-organisational environment**
- **Experience of managing contractors and consultants.**

##### Occupational Skills

- Analytical Skills

Critically analyses diverse information presented in a variety of formats

- Contract Management Skills

Able to effectively monitor and manage contracts to ensure the service delivered complies with those contracts ensuring compliant procurement routes are taken and evidenced

- Decision Making Skills

Makes decisions which influence a range of actions, projects and / or people.

- Financial / Budget Management Skills

Processes and / or monitors the use of financial information.

- Persuading, Influencing and Negotiation Skills

Uses a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations.

- 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.

- Project Working Skills

Takes responsibility for specific aspects of a project.

- Resilience

Manages pressure effectively and copes well with setbacks.

- Written Communication Skills

Communicate effectively in writing to produce documents in a range of formats and styles to suit a range of audiences.

- Risk Management Skills

Able to conduct informal risk assessments within area of responsibility

- ICT Skills – Intermediate ICT Skills in the use of AutoCAD and Microsoft Packages.

#### Desirable on appointment

- An understanding of legislation, techniques and practices associated with flood risk management
- Working knowledge of flood risk mapping and an awareness of hydraulic modelling techniques

- Experience in Flood Risk Management
- Assisting with budgetary control
- Scheme identification
- Experience of the procurement of flood risk management related works
- Experience in contract supervision



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<ul style="list-style-type: none"> <li>Verbal Communication Skills – able to plan and deliver verbal presentations to a range of audiences</li> </ul>	
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p> <p>The postholder will hold a relevant technical or project management qualification at HND or above or demonstrate the relevant project management experience.</p>	<ul style="list-style-type: none"> <li>A National Level 5 Qualification in Flood Risk Management or similar technical discipline</li> <li>HND (Higher National Diploma)</li> <li>DipHE (Diploma in Higher Education)</li> <li>FdA; FdSc (Foundation degree)</li> </ul>
<p><b>Other Requirements – all Bands</b></p> <ul style="list-style-type: none"> <li>Current Driving Licence</li> <li>Ability to travel across the County</li> </ul>	
<p><b>Behaviours</b></p>	<p><a href="#">Link</a></p>

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.