# BRIGHTON & HOVE CITY COUNCIL JIN 3332

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| **Job Title:** | Flood Risk Manager |
| **Reports to:** | Principal Engineer |
| **Department:** | Economy, Environment and Culture, City Transport |
| **Section:** | Transport Projects & Engineering |

**Purpose of the Job**

To deliver statutory flood management duties outlined in the Flood and Water Management Act (2010) and Flood Risk Regulations (2009) on behalf of Brighton & Hove City Council as Lead Local Flood Authority. To work effectively with strategic flood partners to manage flood risk across the Unitary Authority area.

**Principal Accountabilities**

1. Manage, develop and lead a team of staff responsible for sustainable drainage and flood risk management duties as a Statutory Lead Local Flood Authority in accordance with the Flood and Water Management Act [FWMA] (2010), Water Framework Directive [WFD] and Flood Risk Regulations [FRR] (2009).
2. Accountable to the Principal Engineer for ensuring statutory flood risk management plans, strategies and other key documents are produced, updated and maintained as necessary, comply with statutory duties and enable effective management of flood risk throughout the City.
3. Lead on specialist flood management and sustainable drainage projects from inception to completion including leading multi-disciplinary teams on multiple projects simultaneously and applying specialist project and contract management skills as required and appropriate to the stage and scale of project.
4. Be responsible for managing revenue, capital and externally funded budgets as a budget holder and project manager, ensuring that these are controlled within budget and in line with standing orders. Analyse financial requirements, prepare forecasts for future years, and ensure that effective budgetary controls and monitoring are established and implemented and ensuring that annual government financial returns are submitted.
5. Provide internal flood management and sustainable drainage expertise for land use planning and development control matters and be responsible for the Council’s policy and responses on Planning Applications as the Statutory Consultee of the Local Planning Authority for drainage and flood risk.
6. Lead and responsible for establishing and recruiting staff for the SuDS Approval Body [SAB] (once implemented) for the LLFA area as an approving and adopting asset owner of privately built shared sustainable drainage installations.
7. Work effectively with partners, including the Environment Agency and Southern Water, to ensure statutory flood management duties are delivered as Lead Local Flood Authority.
8. Responsible for developing and maintaining effective processes for flood reporting, recording and investigation of flood events including managing relevant surveys, assessments and audits to identifying causes of flooding.
9. Liaise with and commission third parties to collect and analyse flood management data. Collate, process and analyse complex information using appropriate software to analyse flood risk.
10. Prepare and present results of technical analysis (e.g. fluvial models, flood alleviation proposals) in a clear and concise way that can be understood by non-experts.
11. Responsible for preparing and submitting funding bids to external bodies for flood risk infrastructure projects.
12. Lead expert on the Authority’s surface water and land drainage responsibilities ensuring that all statutory requirements are fulfilled.
13. Brief elected members, senior managers and members of the public on flooding strategies and respond to complaints as required.
14. Advise on the Sustainable Drainage Systems (SuDS) strategy and framework, integrating sustainable drainage into planning policy and championing sustainable drainage across departments.
15. Advise on having suitable internal structures for flood risk management in the event of an emergency, including liaison with the Council’s civil contingencies officer and external groups/organisations.
16. Maintain an inventory of flood and surface water assets. Develop asset management plans for each structure ensuring that inspection and maintenance schedules are carried out.

**General Accountabilities**

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular, as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:

* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained

To assist when directed with the Directorate’s emergency response procedures to the Council’s Emergency Plan, including response co-ordination with internal and external agencies.

To ensure as far as is reasonably practicable, compliance with all relevant matters affecting the department under the ‘Construction (Design and Management) Regulations 2015’ to ensure the safe, efficient and effective operation of the project delivery.

To develop practices within the directorate/division that uphold and develop the principles of the City Council’s Inclusive Council Policy in relation to staff and to service provision.

To work within and actively promote the City Council’s Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Educated to degree standard in Engineering, Hydrology, Geography or a related field, or significant relevant experience in the industry * Membership of CIWEM, ICE or other relevant professional body and accredited with either Chartered or Incorporated Status * Authoritative knowledge of relevant systems, regulations, legislation, best practice, policies and procedures, including health and safety. Key legislation including Flood and Water Management Act (2010), Water Framework Directive and Flood Risk Regulations (2009), Coast Protection Act 1949. Flood risk assessment and mitigation methods and best practice. Sustainable drainage design and best practice. Planning system and Statutory Consultee role |
| Experience | * Significant relevant experience of working in flood risk management/related professional field, with evidence of specialist knowledge and work responsibilities appropriate to the role. * Experience of taking a lead role and representing flood risk management externally, including work with planning authorities and strategic flood partners e.g. Water Companies, Environment Agency, National Highways, Fire and Rescue * Significant experience of developing procedures and practices, e.g. Asset registers, flood investigation protocol * Budget management * Project management and contract management experience relevant to construction |
| Skills and Abilities | * Ability to understand and explain complex information to a range of audiences and to negotiate with, persuade and influence others. * Good consultation skills; members of the public and political members and Senior management briefings * Good customer service skills with experience of resolving escalated/complex customer queries and manage conflicting viewpoints * Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved. * Proven research and analysis skills, including the ability to identify and diagnose problems/issues and develop solutions/recommendations and use of specialised testing, analysis or evaluation equipment/ techniques as required relevant to flood and drainage. * Good ICT skills - including use of standard Microsoft applications and specialist systems. Windows Office, ArcView, AutoCAD, MicroDrainage * Understanding of coastal development strategies * Able to apply procurement techniques within a public sector organisation |
| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the council’s Equalities Policy. |
| **Other Requirements** | * Able and willing to work outside normal office hours as required e.g. to attend evening/’out-of-hours’ meetings. * Awareness of current Health & Safety Management Systems, including knowledge and awareness of hazards in their area of responsibility and how to assess and manage associated risks. * The post holder will be required to present a good image of the council. |