

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>8RT</b>	<b>Role Title</b>	<b>Senior Flood Risk &amp; Network Resilience Officer</b>
<b>Grade</b>	PS8	<b>Reports to (role title)</b>	<b>Flood Risk Planning and Consenting TL</b>
		<b>Directorate</b>	<b>Highways Transport &amp; Environment</b>
<b>JE Band</b>	269-313	<b>Service Group</b>	<b>Highways and Transport Service Network &amp; Asset Management</b>
		<b>Team</b>	<b>Strategic Network Resilience</b>
		<b>Date Role Profile created</b>	<b>Sep-20</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To provide specialist advice relating to the management of flood risk and sustainable drainage to enable Surrey County Council to fulfil its role as Lead Local Flood Authority and as Statutory Consultee to the planning process.. To assist with the planning and implementation of all Team functions and activities as part of a project team so as to maintain consistent, high quality, efficient and effective Strategic Network Resilience service.
<b>Work Context</b>	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets including flood risk management. These are the most valuable assets managed by Surrey County Council and are critical to the economic growth of the County. As such, the service manages significant financial, health and safety, and reputational risks. The service undertakes three significant statutory duties - Highway Authority, Transport Authority and Lead Local Flood Authority.</p> <p>The Strategic Network Resilience Team which delivers our responsibilities as Lead Local Flood Authority consists of three teams:</p> <ul style="list-style-type: none"> <li>•Flood Risk Assets &amp; Programming</li> <li>•Flood Risk Strategy &amp; Partnerships</li> <li>•Flood Risk Planning &amp; Consenting</li> </ul> <p>The post holder has a critical role in implementing our duties as set out in the Floods and Water Management Act 2010. The post holder will also occupy a key role in the practical implementation of asset planning strategies, innovation, works and service improvements. It is critical that the post holder works closely with others in the Service and with service providers to develop joint ownership of practical solutions and proposals relating to all infrastructure assets within Surrey. This is a generic profile across the two teams and specific duties will be identified in the relevant advert and job description.</p>
<b>Line management responsibility</b> if applicable	n/a
<b>Budget responsibility</b> if applicable	n/a
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with council requirements.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the council policies and procedures.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p>

	<p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Suitable degree level qualification or equivalent in a related discipline.</p> <p>Knowledge of relevant legislation and guidance especially the Flood and Water Management Act, Land Drainage Act, Town and County Planning Act, and National Planning Policy Framework.</p> <p>Experience of working in a customer focused environment</p> <p>Full UK driving license required</p>
<b>Role Summary</b>	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>
<b>Reference Number</b>	BM-2020-403