

Job Description

Department: Place & Economy

Division/Section: Peterborough Highway Services

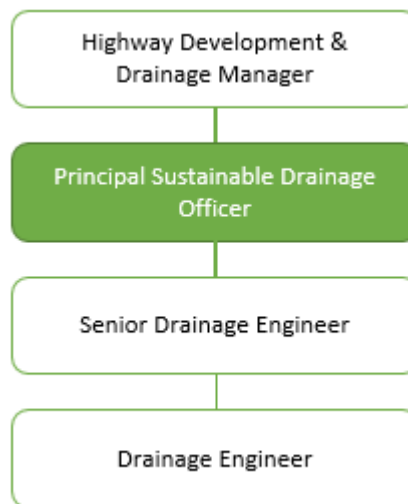
Job Title: Principal Sustainable Drainage Officer

Post No: TBC

Grade: 12

Reports to: Highway Development & Drainage Manager

Organisation Chart:



CRB Check applicable?

Basic Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

No

Line Management responsibility for:

2 Direct reports

Size of budget:

Accounting for: £300k

Accountable for: £nil

Job Purpose:

- To manage and coordinate, on behalf of and across the council, the authorities Lead Local Flood Authority duties, ensuring all statutory duties arising as a result of the Flood and Water Management Act 2010, Highways Act 1980 and associated other flood related regulations, European directives and local policy are met.

- To manage responses to planning application consultations for new developments in relation to Sustainable Drainage Systems (SuDS) and surface water flood risk. This work enables Peterborough City Council to meet its duties under the Town & Country Planning Development Management Procedure Order.
- Be the primary officer responsible for the preparation of local water, flood and climate change adaptation related strategies and policies. Act as a key interface between the Council and external partners in the private and public sector in connection with ensuring the council meets its statutory water and flood related duties.
- To work alongside colleagues in the Sustainable Drainage Team and the Highway Development team on applications for new and innovative Sustainable Drainage Systems (SuDS) across Peterborough, from new developments to retrospective applications on historic problematic areas.

Main Duties and Responsibilities:

Main Duties

- Act as the Council's subject matter expert and lead officer ensuring that the Council meets the obligations outlined in Flood and Water Management Act 2010, Highways Act 1980 and associated other flood related regulations, European directives and local policy
- Manage the distribution and processing of planning application consultations within the team. Provide responses and support for the team when required by critically reviewing and validating expert advice contained within planning applications and through other projects.
- To manage and coordinate the activities required of the Council as a Lead Local Flood Authority (LLFA) to ensure it meets its statutory duties outlined in Flood and Water Management Act 2010. This includes, for example, managing drainage work programmes through our term contractors, providing assistance during flood events, developing and maintain the council's LLFA Strategy, identifying and securing funding for the development and delivery of projects with local partners to deliver improvements to Peterborough's water courses and drafting section 19 reports if they are required.
- As and when heavy rain or flood incidents occur, take a lead role within the Drainage Team and alongside colleagues in the Corporate Resilience Team, to assist in co-ordinating the council's immediate and subsequent response to flood events including conducting on site investigations relating to section 19 flood investigations
- In respect of flooding, water or adaptation related matters, to represent the Council at formal Hearings chaired by a Secretary of State or appointed independent Inspector as well as represent the council at other wider public consultations.
- To interpret changes in European, National, Regional and Sub-Regional policy relating to flood and water infrastructure, brief (and directly respond to questions from) Directors, Heads of Service and Members as necessary and coordinate the preparation of the council's response to any consultation on changes to such policy.

Management

- Provide professional leadership to the team in this highly technical sector, encouraging and supporting the development of both interpersonal and technical skills alongside professional accreditation as appropriate.
- Work with colleagues within the section to provide expertise and advice to assist the preparation of Peterborough's statutory Local Development Framework and other related local guidance and policies.
- To manage water, flood and adaptation related studies and strategies (including preparation of briefs and managing the tendering process), carried out internally or by external consultants, to successful conclusion focusing on programme, budget and delivery of key outputs and outcomes. Where such studies are undertaken by consultants, to supervise such consultancy staff.

- Work with colleagues to provide expertise and advice for the development of climate change adaptation plans and project manage appropriate resulting actions.
- Ensure effective processes are in place developing, appraising, rewarding, and retaining staff in line with Council policy.

Partnerships

- Identify, develop and co-ordinate council and cross-partner support for flood, water management and climate change adaptation projects securing funding as required.
- Ensure productive working relationships with key water, flood and climate change related stakeholders including, but not limited to, the Environment Agency, Anglian Water, the IDBs, developers and land agents.
- Take a lead, working in partnership, with local planning authorities, developers, and other stakeholders by promoting SuDS design for largescale and important developments as necessary.
- Provide advice on SuDS to developers on the detailed elements of implementation construction and adoption of the new development related SuDS schemes in a way that enables sites to gain approval, being safe, maintainable and bringing benefits to the local environment.
- To conduct onsite inspections and approvals of sustainable drainage systems on new development sites as well visit other third party partnership works such as proactive flood prevention schemes to local water courses.

Communication & Reporting

- To assist the Drainage Engineer in providing responses to planning applications, including pre-application enquiries, in respect to drainage and flood risk aspects of new developments, providing responses personally as and when required.
- Ensure appropriate, easily accessible and up to date information is available to the public, especially via the council's website.
- Ensure that the team's work is properly reflected in corporate delivery plans and programmes for submission to government by producing monthly reports for the team manager.
- Represent the LLFA at planning appeals including written representation, public inquiries, and informal hearings as necessary.
- Respond professionally to enquiries from the public, media, professional and private bodies, Council Members by phone, letter, and E-Mail in line with corporate procedures.

Financial and Performance Management

- Deliver excellent customer services in line with national standards and best practice, play an active part in the Sustainable Drainage Team, effectively manage personal workload, and identify and achieve personal development opportunities.
- Monitor and report the performance of the team and ensure that processes and procedures are reviewed and improved as necessary.
- Ensure that internal and external enquiries are effectively dealt with in accordance with agreed procedures and timescale.
- Participate in the regular review of service provision in line with national best practice and quality standards, including where required, participation in cross function teams, and implement any required improvements effectively to ensure the ongoing efficient delivery of services.
- Act as responsible Budget holder for the teamwork with responsibility for any allocated budget.

Generic Responsibilities: To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 11/01/2022 **COMPLETED BY:** Nick Greaves

PETERBOROUGH



Person Specification

JOB TITLE:	Principal Sustainable Drainage Officer	POST NO:	TBC
GRADE:	12	DEPARTMENT:	Place & Economy
HOURS	Full time		
DIVISION:	Peterborough Highways Services	DIRECTOR:	<u>Adrian Chapman</u>
DATE:	11/01/2022	COMPLETED BY:	Nick Greaves

KNOWLEDGE

- Extensive experience of working in a statutory function related to flood risk management / surface water drainage. (A/I)
- Good understanding of drainage legislation, guidance, and best practice. (A/I)
- Good understanding of statutory planning and development control processes in local authority. (A/I)
- Good understanding of flood and water related law, regulation, and policy. (A/I)
- Political knowledge of Government, County and local decision-making processes. (A/I)
- Knowledge of legislation and policy affecting flood risk and sustainable drainage, such as the Flood Water Management Act 2010, the National Planning Policy Framework, Planning Policy Statement 25, the Water Framework Directive and the Habitats Directive. (A/I)
- Experience working as a statutory consultee for a Lead Local Flood Authority. (A/I)
- Good understanding of highways planning and drainage legislation / highway drainage design standards. (A/I)
- Awareness of the Highways Act 1980 and Climate Change Act 2008. (A/I)

SKILLS & ABILITIES

- Good written, verbal communication and interpersonal skills (A/I)
- Ability to produce and give presentations and briefings to a wide range stakeholder (A & I)
- Ability to analyse materials and provide consistent advice (A/I)
- Ability to manage budgets(A/I)
- Ability to plan and organise to ensure deadlines and targets are met (A/I)
- Ability to perform effectively under time pressures and in high conflict situations (A/I)
- Understanding of a range of IT systems maintaining computer monitoring systems (A/I)
- Use of maps and plans (A/I)
- Undertaking site survey work (A/I)
- Ability to effectively negotiate with and influence others to reach positive project outcomes (A/ I)

- Ability to interpret technical drawings to what is being constructed on site and identify any inconsistencies with a view to resolve any problems.

EXPERIENCE

- Significant and demonstrable experience in the field of sustainable drainage and surface water flood risk, with at least some of that experience involving project management. (A/I)
- Demonstrable experience of managing key stakeholder input to projects and especially of close liaison with national and regional bodies (such as the Environment Agency and Water and Sewerage Operators) (A/I)
- Experience in people management and training and developing staff. (A/I)
- Evidence of thinking outside the box and adopting innovative and creative approaches to drainage and flood risk related problems. (A/I)
- Experience of preparing reports and or working with elected members or equivalent at a strategic level, and familiarity with the political arena. (A/I)
- Experience in conducting on-site inspections of construction works and local water courses. (A/I)
- Experience of working in, or closely with, a local authority team. (A/I)
- Experience in Civil engineering and construction (A/I)
Experience in drafting policy documentation. (A/I)

QUALIFICATIONS

- Degree or equivalent qualification or sufficient evidenced technical work experience. This should be in a relevant field ideally; flood risk, civil engineering or environment focused. (A/I)
- Evidence of further work-based qualifications or membership of professional industry bodies. (A/I)
- Member of relevant institute e.g. RTPI, IEMA, CIWEM
- Demonstration of relevant ongoing CPD

PERSONAL CIRCUMSTANCES

- Ability to work flexibly according to the needs of the service, including ability to attend evening meetings, such as public consultations, where necessary (A/I).
- Willingness to travel regularly for site visits and meetings across Peterborough. Full driving licence or alternative means of accessing appointments in rural and urban locations. (A/I)
- Own vehicle that is or can be insured for business use.

EQUALITY

- Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (A/I)

CUSTOMER CARE

- Knowledge and understanding of effective customer care (A/I)

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A/I) Application / Interview, (P) Presentation, (W) Written Test.]