

## Job description and employee specification

<b>Job title:</b>	Assistant Flood Risk Management Officer	<b>Location:</b>	Cirencester (but has the responsibility, means and will to travel to all Publica sites as required)
<b>Reports to:</b>	Lead Shared Flood Risk Management Officer	<b>Working hours:</b>	37 hours per week 8:45am - 17:00pm Mon- Fri
<b>Job number:</b>	TBC	<b>Salary range:</b>	£22,028 - £24,864
<b>Supervises:</b>	N/A		
<b>Purpose:</b>	<p>The Flood Risk Management team is part of Developer Services and is a consultee on many planning applications across the districts. The team also carry out the delegated function of the Land Drainage Authority, which involves the processing of applications to work on watercourses as well as carrying out the enforcement of the Land Drainage Act.</p> <p>Additionally, the team delivers a reactive service in response to reported flooding incidents which can lead to the team designing and delivering flood defence schemes to prevent homes from future flooding.</p> <p>The Assistant FRM Officer will need to be flexible, reliable, organised and self-motivated. This role will enable you to significantly contribute to the success of the flood risk management service which has a direct impact on residents, developers and is a priority for the Councils.</p>		
<b>Key responsibilities:</b>	<ul style="list-style-type: none"> <li>• To assist the team in producing, maintaining and presenting flooding data for use by internal and external partners and stakeholders.</li> <li>• To assist in the processing of Land Drainage applications.</li> <li>• To assist with enforcement of the Land Drainage Act.</li> <li>• To assist in site investigations into flooding incidents.</li> <li>• To assist in the production of field level surveys.</li> <li>• To assist in the forming of flood risk and surface water drainage comments on planning applications.</li> <li>• To respond to miscellaneous enquiries concerning drainage queries.</li> </ul> <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Working to add value to, and be a valued member of the team, and to be valued</li> </ul>		

	<p>by customers</p> <ul style="list-style-type: none"> <li>• The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>• Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> </ul>
<p><b>Essential requirements, qualifications, skills and abilities:</b></p>	<p><b>Qualifications</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• GCSEs in Maths, English and one Science grade A to C (or equivalent) or work experience.</li> <li>• Full driving licence</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working from home following deadlines.</li> <li>• Sole/lone working experience whether in an office or on site would be useful.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Reasonable level of IT skills required to enable training on specific pieces of software to take place.</li> <li>• Ability to communicate with different people in different environments (office, telephone, site and meetings).</li> <li>• Able to communicate using different methods, IT, telephone, in person or by letter.</li> <li>• Ability to maintain confidentiality.</li> <li>• Prioritises to meet deadlines.</li> <li>• Is a 'self-starter'</li> </ul>
<p><b>Desirable requirements qualifications, skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>• GCSE or A level in Geography or Geology</li> <li>• BTEC in relevant discipline</li> <li>• NVQ 4 or above in Civil Engineering or Construction</li> <li>• Degree in Civil Engineering, Construction or Geography</li> <li>• Ability to use CAD software.</li> <li>• Membership of organisation that focuses on the environment or biodiversity.</li> <li>• Ability to be able to withstand cold and wet periods outside (occasional).</li> </ul>
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• You will need use of a car for work purposes.</li> </ul>

<b>Date of Issue:</b>	October 2020	
<b>Date reviewed:</b>		
<b>Reviewed by</b>	<b>Name: Glenys Evans-Brown</b>	<b>Job title HR Business Manager</b>