

## JOB DESCRIPTION

<b>Job Title</b>	Flood & Coastal Management Planning Officer		
<b>Directorate</b>			
<b>Reporting to</b>	Service Manager - Flood & Coastal Management		
<b>Grade</b>	EST10		
<b>Evaluation ref:</b>	AG0316	<b>Job Family ref:</b>	
<b>Role purpose</b>			
<p>The Flood &amp; Coastal Management Planning Officer plays a crucial role within the Council, acting as the Lead Local Flood Authority. This position involves providing professional and technical advice, guidance, and support to Senior Professionals and Line Managers across the Council, as well as external organisations, on a wide range of Flood and Coastal Management issues related to Development and Planning.</p> <p>The advisor is responsible for delivering the aims and objectives of Somerset's Local Flood Risk Strategy, ensuring compliance with the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009.</p> <p>The Flood &amp; Coastal Management Planning Officer will primarily undertake review of Planning and Development Referrals from the Councils Local Planning Authority, ensuring these meet best practice within the National Planning Policy Framework and associated guidance. This includes Land Drainage Consent reviews as required under the Land Drainage Act 1991. The advisor engages in proactive communications with Members, staff, and the public, and collaborates with various stakeholders, including the Environment Agency and Water Companies, and Local Councils. Additionally, the advisor shares technical expertise with junior colleagues and contributes to the development and delivery of service improvement plans, while upholding the council's equality, diversity, and inclusion policies</p>			
<b>Responsibilities</b>			
<p><b>Main Responsibilities &amp; Duties</b></p> <p>Provides professional and technical advice, guidance and support to Senior Professionals and Line Managers across the Council (acting as the Lead Local Flood Authority) as well as other external organisations on a wide range of flood and coastal management related issues.</p> <ul style="list-style-type: none"> <li>Receives, manages, reviews and responds to Planning Application Referrals from the Local Planning Authority, applying best practice under guidance from the National Planning Policy Framework. <ul style="list-style-type: none"> <li>This is to include Appeals, Preapplication Advice and Committees.</li> <li>The Officer is to be a Technical expert and lead in matters relating to Flood &amp; Coastal Management as part of the Lead Local Flood Authority statutory role in the Planning process.</li> </ul> </li> </ul>			

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- Participates in the review and takes responsibility for delivering the aims and objectives contained in the Somerset's local flood risk strategy using a combination of professional and technical knowledge and interpersonal skills, including consultation and negotiating skills.
- Participates in service activities ensuring the Council fulfils its statutory duties and responsibilities to meet the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009 to reduce the impact of flooding on residents, businesses and visitors to Somerset.
- Undertakes service delivery and professional work within the Flood and Coastal Management Team to:
  - Participate with positive and proactive communications to Members, staff and the public for all matters regarding flood risk.
  - Provide advice, guidance and support to Line Managers and Senior Professionals in handling Flood and Coastal Management issues and ensure that all procedural and legal requirements are met.
  - Share technical expertise with junior colleagues and assist them to identify potential career development opportunities.
  - Contribute to development and delivery of the Groups work and service improvement plans. Carry out other professional duties in support of directorate, service and corporate objectives.

### Contacts & Relationships

- The management of flood risk is a priority for the Council, particularly as a result of recent flood events both within Somerset and those witnessed nationally. As such, this involves providing information to advise the Council on high-level complex matters, which have major implications on the welfare of local people and the economy of the County.
- The postholder will have extensive regular and proactive contact with a variety of people and organisations, including external agencies and stakeholders such as, the Environment Agency, Water Companies, Town and Parish Councils, elected Members, community groups, the emergency services the public and other County / City Councils. Many flood-related issues are contentious and complex requiring the ability for successful negotiation, support, diplomacy, tact, persuasion and sensitivity.
- Councillors and Town/Parish Councillors: weekly contact - the role will have regular dealings with elected Members from this and other local authorities. The level and contact of engagement will often be associated with complex issues and problem solving.
- Public: daily contact - the role will require successful, positive and proactive communications with the public of a wide range of matters ranging from complaints to request for service. Often, expectations and demands cannot be met, and it will be necessary to successfully manage these occasions without prejudicing Somerset Council's reputation. The postholder may be required to meet property and landowners and attend site meetings. The needs for proactive communications are vital and arranging and participating in exhibitions is highly likely.
- Statutory bodies and emergency services: daily contact - the postholder will have proactive communications consistent with the legislative requirements of the Lead Local Flood Authority. This inevitably requires substantial contact with key partners including the Environment Agency, Water Companies, internal Groups (including the Local Planning Authority) and Sections, etc.

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- Other individuals and organisations: daily contact - the postholder will liaise with internal Groups and Sections within the Council to include the Emergency Planning Response & Recovery, Public Rights of Way, Highway Information Team, Transport Development, Countryside, County Farms and others.

### Impact

- The current operational budget is currently around £800,000
- The Flood and Coastal Management Planning Officer will have no direct line management responsibilities. However, given the cross-cutting nature of the flood function, it will be necessary to work closely with other Teams and Groups within and outside of the Directorate and Council to ensure compliance with the Strategic Business Plan.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Knowledge</b>		
The role holder must have a thorough understanding of the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009.	X	
They should be knowledgeable about local flood risk strategies and their implementation.	X	
An in-depth understanding of Flood & Coastal management functions and their importance in reducing flood risk is essential.	X	
Familiarity with the roles and responsibilities of various stakeholders, including the Environment Agency and Water Companies, is crucial.	X	
Knowledge of the council's equality, diversity, and inclusion policies is necessary to uphold these values in all interactions.	X	
Awareness of the latest developments and best practices in flood and coastal management is desirable.		X
<b>Experience</b>		
The role holder must have experience in providing professional and technical advice on flood and coastal management issues.		X
They should have a proven track record of delivering the aims and objectives of local flood risk strategies.		X
Experience in planning and preparation related to flood risk is essential.	X	
They must have experience in engaging with various stakeholders, including Members, staff, and the public, on flood risk matters.		X
Experience in contributing to the development and delivery of service improvement plans is desirable.		X

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<b>Qualifications / Registrations / Certifications</b>		
A degree in a relevant field such as Environmental Science, Civil Engineering, Geoscience/Geography, or Water Management is essential.	X	
Professional certification in flood risk management or a related area is highly desirable.		X
Membership in a relevant professional body, such as the Chartered Institution of Water and Environmental Management (CIWEM), is desirable.		X
Additional training or coursework in flood and coastal management is beneficial.		X
Continuous professional development in the field of flood and coastal management is essential.	X	
<b>Skills</b>		
The role holder must possess excellent communication skills to effectively convey technical information to various audiences.	X	
Strong analytical and problem-solving skills are essential for addressing complex flood and coastal management issues.	X	
They should have strong interpersonal skills to engage with stakeholders and build positive relationships.	X	
The ability to work collaboratively with different departments and external organizations is crucial.	X	
Proficiency in using relevant software and tools for flood risk assessment and management is necessary.	X	
The role holder should have strong organizational skills to manage multiple tasks and projects effectively.		X
<b>Working Conditions</b>		
<ul style="list-style-type: none"> <li>Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.</li> <li>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</li> <li>Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.</li> <li>Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies.</li> <li>Travel: Some travel within the local area will be required for meetings, site visits, and community engagement activities.</li> <li>Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources.</li> <li>Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.</li> </ul>		
<b>Working Arrangements</b>		
Dynamic working arrangements apply. Regular travelling and able to travel countywide, including travel outside standard work hours and to areas that are not currently serviced by public transport.		

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### Corporate Responsibilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: February 2025