

Drainage Officer

Department	Sustainability and Green Spaces
Pay Grade	CG5-7
Responsible to	Head of Sustainability and Green Spaces

Role Purpose

To provide specialist drainage support and advice to departments across the Council, including activities relating to general land drainage maintenance, and ensuring the Council meets its duties in its role as a reservoir undertaker for Warnham Mill Pond.

To provide support to the Council on drainage matters in relation to planning and development sites across the district.

Role Specific Responsibilities / Accountabilities

- To provide appropriate responses on minor and a limited number of major planning applications providing technical drainage advice / solutions within agreed timescales to ensure eventual development is of a high standard of design in respect of land drainage.
- To undertake regular inspections of ditches and watercourses owned and maintained by the Council to ensure these remain at a high standard. Where works are required identify / specify the necessary remedial actions and co-ordinate with appropriate colleagues or appoint contractors as necessary to undertake required maintenance work.
- To ensure the Council fulfils its duties as a joint undertaker for Warnham Mill Pond Reservoir. This includes maintaining the prescribed form of record, appointing a supervising engineer in accordance with the Council's procurement procedures, and organising statutory reservoir inspections in accordance with required timescales.
- Where actions are identified at Warnham Mill Pond Reservoir in response to statutory reservoir inspections co-ordinate with relevant internal departments and external partners to ensure that necessary actions are undertaken, develop and report on any necessary solutions to ensure the on-site emergency flood plan location and key arrangements for Warnham Reservoir are understood and communicated appropriately.
- To undertake site appraisals and make recommendations to manage drainage issues on Council owned land, as well as inputting to strategic approaches to natural flood management to reduce flooding from extreme weather events associated with climate change.

- To participate in the ongoing review of the Arun Valley Drainage Board, recommend and action any required next steps in the future governance arrangements for this area.
- Liaise with, and respond to consultations as appropriate with government departments, adjoining authorities, Parish and Neighbourhood Councils, developers and other organisations in relation to drainage matters and ensure relevant signposting of drainage advice to the public on the Council's website remains up to date.
- To review historical flood risk data held by HDC and determine the costs and benefits of the retention or otherwise of this data considering current and expected future legal obligations.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Educated to Degree level in a relevant subject (e.g., flood risk management), or equivalent experience.
- Knowledge of complex drainage and flood risk matters and emerging environmental challenges together with the relevant legal and regulatory frameworks.
- Knowledge of non-engineering solutions to drainage and flooding issues, such as Sustainable Urban Drainage and Natural Flood Management.
- To have excellent communication skills that enables complex and / or contentious issues to be communicated to a wide range of audiences in both written form and verbally.
- Ability to use own initiative and / or as part of a team to understand, research and articulate new concepts using strong problem-solving skills to develop and evaluate options, anticipate problems and give sound and pragmatic advice for engineering or environmentally based solutions.
- Ability to make frequent decisions, exercising initiative whilst working within the guidelines of the business and professional practice, as defined by policies / practice.
- Working toward Chartered Membership or eligibility to progress to membership of the relevant professional body (e.g., CIWEM)
- Full UK Driver's license.
- Excellent time management and organisational skills.
- To be computer literate and able to use a variety of programmes as part of the postholder's work.

Desirable Criteria

- Local Government or similar public sector organisation experience including procurement processes including procuring external contractors.
- Knowledge of implementing and monitoring outcomes of drainage / flood management or similar environmental programmes and reporting on progress whilst managing resources / budgets effectively and efficiently.

- Knowledge of land use planning issues with experience of providing drainage and flooding advice and comments on planning applications.
- Understanding of how drainage solutions could be used to develop water neutrality credits.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly