

Job Description and Person Specification

Role :Flood Risk Engineering and Strategy Officer



Job Description

Job Title	Flood Risk Engineering and Strategy Officer
Grade	9
Service	City Services
Reports to	Flood Risk Manager.
Location	Whitley Depot
Job Evaluation Code	A5969



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Working with and supporting the Flood Risk Manager in all aspects and to develop and manage the City Councils Local Flood Risk Management Strategy, flood risk plans, policies, supporting flood risk management documents and relevant design standards. To work closely with the Highways Operations & Development Team and external contractors to ensure that the Highways Capital Programme, is delivered on time and to budget through effective management of the Scheme Delivery team.

The post holder will assist with ensuring that, as the Lead Local Flood Authority, Coventry City Council meets the statutory requirements of the EU (European Union) Floods Directive, the Land Drainage Act 1991, the Flood Risk Regulations 2009 and the Flood and Water Management Act 2010.

Main Duties & Key Accountabilities

Core Knowledge

- To develop and deliver the Council's Local Flood Risk Management Strategy, Flood Risk Assessments, and the Surface Water Management Plan and to be responsible for providing technical advice to colleagues in both Highways and other departments, particularly Planning Group.
- To provide drainage and flood risk advice relating to development adoptions, planning applications and for planning appeal hearings, where required.
- Ensure that the Council is able to meet its legal responsibilities in relation to Sustainable Drainage Systems on both the Highway and in the public realm including an approval process and enforcement.
- Providing Sustainable Drainage System guidance and support to the Council and in particular, support the Council's Development Control function.
- To deal with Watercourse Change Consent Applications for Land Drainage and Water Environment Regulations compliance.
- To be responsible for the investigation of flooding incidents within the city and to ensure that a database of such incidents is maintained.
- Identify significant flood risk catchments in Coventry in relation to surface water run-off, ground water flooding, and ordinary watercourses, and developing and implementing plans and schemes to manage those risks.
- Work with partners in the development of the local drainage projects e.g. The Environment Agency, Severn Trent Water, other City Council Directorates.
- Develop flood risk maps and flood risk management plans in relation to each of the identified significant flood risk catchments, for submission to the Environment Agency where required to deadlines.

- To ensure all data, surveys and reports with regard to flood and surface water management is maintained and to assist in the development of action plans.
- To propose solutions, prepare designs and agree modifications to drainage improvement and local flood risk mitigation schemes.
- To prepare works orders for drainage improvement and flood risk mitigation schemes, monitor and review costs and agree final accounts for authorisation and to be responsible for the Highways Drainage budget.
- To ensure that the Council is kept up to date with all laws, codes and guidance concerning surface water management and drainage and to develop local policies in relation to these.
- To work with the Highway Operations & Development Team and external contractors to ensure the projects are completed on time and on budget and meet required specifications.
- Oversee works on the highway network to ensure that specifications are met and payments can be made to meet contractual obligations.
- To assist colleagues and to deputize for the Flood Risk Manager by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.
- To prepare applications of external fund bids and the preparation of relevant business cases.
- To comply with the Construction (Design and Management) Regulation 2015 and subsequent updates to ensure all clients, designers and contractors are complying with Health and Safety legislation and standards.
- To work with the Asset Management Engineer to produce forward programmes of work.
- To supervise and direct the Senior Development Management Engineer, Senior Project Engineer (Drainage) and Assistant Flood Risk Strategy Officer.
- To undertake investigations relating to staff disciplinary issues. This will involve working closely with HR officers, conducting investigations, preparing reports and representing at disciplinary hearings.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External All external stakeholders Severn Trent Water Environment Agency	Internal Staff at all levels across the organisation.
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Standard information

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Senior Development Management Engineer, Senior Project Engineer (Drainage), Assistant Flood Risk Strategy Officer.

Person specification

Job Evaluation Code	A5969
Knowledge	
Detailed knowledge of Flood Risk Management, complex drainage projects and the maintenance of highway and land drainage networks.	
Detailed knowledge of legislation covering drainage and highway works.	
Detailed knowledge of the design, detailing, preparation and letting of contracts and construction supervision of drainage improvement schemes.	
Detailed knowledge of the Flood and Water Management Act, the Pitt Report 2007 and knowledge of drainage design software and surface water modelling techniques.	
Detailed knowledge of Sustainable Drainage Systems and the current thinking on the effects of climate change on the urban environment.	
Detailed knowledge of budget development, financial management and control.	
Detailed knowledge of quality standards and Health and Safety practices	
Skills and Abilities	
High level of verbal and written communication including presentation skills	
Good people management and interpersonal skills	
High level of project management skills	
Good level of ICT skills including the use of Microsoft Project, Excel, AutoCAD, GIS/MapInfo and Confirm.	
Ability to negotiate, influence and work successfully with contractual and risk management partners and developers.	
Ability to manage a small team.	
Experience	
Experience of implementing and monitoring projects, including financial management.	
Experience of managing a small team of people.	
Working in a team environment, but under own initiative.	
Developing strong partnership relationships with clients, other consultants and contractors.	
Suitable experience of working with or for a Local Authority highways maintenance, drainage or flood risk sector.	

Experience of managing contracts and performance against contracts and issuing payments against contracts
Qualifications
BTEC Higher in Civil Engineering or equivalent
Member of relevant professional body or equivalent educational or professional qualification
Substantial relevant experience in the flood risk management drainage discipline.
Special Requirements
Possession of a full current driving licence.

Date Created	February 2023	Date Reviewed	June 2025
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