

## JOB DESCRIPTION

<b>DIRECTORATE:</b>	Transport and Environment
<b>SECTION:</b>	Infrastructure Delivery, Highways and Engineering
<b>POST DETAILS:</b>	
<b>Job Title:</b>	<b>Flood Risk Management Regional Officer</b>
<b>Grade:</b>	<b>G8 (SCP 29-32) £32,234 to £35,745</b>
<b>Location of Work:</b>	1 Time Square Council Office, Warrington and other Cheshire mid-Mersey council offices etc. as the post and role requires.
<b>Directly Responsible To:</b>	Engineering and Flood Risk Manager. Cheshire Mid Mersey Strategic and Tactical Flood risk groups.
<b>Directly Responsible For:</b>	n/a
<b>Hours of Duty:</b>	37 hours
<b>Primary Purpose and Scope of the Job:</b>	<p>This post is a multi-disciplinary role that is required to support the strategic and tactical Cheshire and mid Mersey group(s) of officers and elected members in the implementation of the flood risk management duties and responsibilities. The role will include co-ordinating and facilitating meetings and new processes developed by the regional LFA's associated with the delivery of the Flood and Water Management Act, Flood Risk Regulations and associated functions. The development and implementation of SUDS management for the CMM Region in accordance with current and emerging legislation and involvement with the development and implementation of the Flood Risk Management strategies and technical documentation will be key requirements of the role. The Co-ordinator will be required to work with other sub-regional Co-ordinators in the delivery of specific FCRM tasks and initiatives as required by the Environment Agency's Regional Flood &amp; Coastal Committee (RFCC). The Co-ordinator will also support and co-ordinate member authorities in their delivery of FCRM</p>

legislative duties, provide a focus for Partnership activities and raise awareness of the FCRM agenda with other relevant sub-regional groups as necessary.

### **Key Tasks**

1. Co-ordinate and support all members of the FCRM Partnership to set and facilitate the delivery of partnership FCRM objectives, ensuring that equal focus is given to all members of the partnership.
2. Develop, with Partnership members, an annual business plan, which links to the overarching RFCC business plan. Regularly monitor and report progress against delivery of annual priorities set by Partnership members, identifying where appropriate risks to delivery of annual priorities
3. Establish and maintain effective working relationships, information exchange and communication between all sub-regional Risk Management Authorities, with other FCRM Partnerships in the North West and with the North West Regional Flood and Coastal Committee.
4. Co-ordinate, facilitate and record officer and elected member meetings to provide monitoring and oversight of FCRM across the Partnership area.
5. Undertake periodic reviews of strategic and tactical groups' terms of reference and submit changes to the terms of reference and partnership handbook for approval via the relevant partnership meetings.
6. Support elected members at regional and sub-regional meetings and workshops.
7. Support, offer advice and assist member authorities in relation to fulfilling their obligations under the Flood Risk Regulations 2009 and Flood and Water Management Act 2010 and monitor progress and compliance in relation to the different provisions under the Act, including monitoring and periodic reviews of sub-regional and local flood risk management plans.
8. Facilitate partnership working to ensure a coordinated approach to maximise flood risk management funding opportunities and more innovative funding solutions which are wider than reliance on Grant in Aid and Local Authority capital. Taking into account wider environmental considerations that will be influenced by flood risk management aligning this with other infrastructure investment programmes
9. Attend relevant sub-regional, regional and national workshops, meetings, presentations, and conferences etc. and provide feedback to relevant officers of member authorities. Update and advise Partnership member authorities on current and innovative opportunities for flood risk management.

10. Keep abreast of changes to national and local flood and coastal risk management policy, issues, legislation, research, funding and good practice. Regularly disseminate this information to partnership members and advise of any consequential potential opportunities and implications for the partnership.
11. Advise on the development, review and evaluation of policies related to flood and-coastal erosion risk management, coordinating their implementation through partnership working within the sub-region and with other stakeholders and partners.
12. Inform and update partnership authorities on national and regional consultations relating to flood and coastal erosion risk management. Provide advice to partnership authorities on any complex issues forming part of the consultation and encourage timely responses from partners.
13. Where appropriate coordinate, lead and develop on a joint response from the strategic partnership ensuring that the level of detail provided represents all views across the partnership.
14. Across all member authorities support the development of internal ways of working to harness cross departmental expertise and mechanisms to engage with partners not actively engaged in flood and coastal risk management for example working with planners, asset managers and Highways Authorities.
15. Seek opportunities for risk management authorities to maximise their collective knowledge through partnership working and identify and support initiatives which will increase flood risk management capacity.
16. Working with the other Co-ordinators and working with the to take a view of how the delivery of local flood risk and water management can be improved through joint delivery of flood risk and water management functions identifying innovation through collaboration to improve service delivery
17. Work with the Mersey Rivers Trust and other relevant organisations such as Wildlife Trusts and Mersey Forest etc. to ensure opportunities for joint working are explored and identified.
18. Facilitate and encourage communication between partner authorities and the Mersey Forest, Mersey Rivers Trust and other relevant organisations to bring wider benefits associated with Natural Flood Management and water quality into the delivery of FCRM at a local and sub-regional scale.
19. Attend meetings with and encourage two way communication with other partner groups and Agencies including United Utilities and Environment Agency etc. to ensure that partner authority responsibilities with regard to flood response and recovery are appropriately understood and defined.

20. Develop opportunities for collaboration and joint working and work with sub-regional academic institutions, promoting awareness of FCRM, and seek out opportunities for research and innovation for the benefit of the partnership

### **Key Tasks in Relation to RFCC**

1. Liaise with, assist and support other Flood Risk Co-ordinators in the North West and Regional Flood & Coastal Committee representatives to facilitate workshops and briefings in connection with the ongoing member authorities flood risk management responsibilities.
2. Providing quarterly information for the RFCC annual action plan which provides feedback to the Committee on the achievement of its business plan, for any actions where it has been agreed in advance that sub regional partnerships will be the vehicle for North West level delivery.
3. Lead on, or actively participate in, specific tasks, issues or working groups established by the RFCC.
4. Co-ordinate the preparation of other reports (as commissioned) from the partnership to the RFCC e.g. quarterly flooding reports.
5. Support partnership working between risk management authorities and other regional and national agencies and facilitate the sharing of knowledge, evidence and best practice to support priority setting based on a shared understanding of risk.
6. Ensure relevant officers and elected members of member authorities are informed and briefed appropriately in relation to information emerging from the Environment Agency, Department for Environment, Food and Rural Affairs (Defra) and other key stakeholders regarding flood risk management.
7. Liaise with the Environment Agency, member local authorities and Water and Sewerage Companies in the review and preparation of response plans for flood risk management.
8. Continue to develop own knowledge and experience in order to provide high quality advice in relation to flood and coastal risk management including requirements under the Flood and Water Management Act 2010.

### **KEY RESPONSIBILITIES**

#### **Working Relationships**

1. The post will be required to work with flood risk / drainage staff within the Cheshire Mid-Mersey Partnership including Warrington, Halton, Cheshire East, Cheshire West and Chester and St. Helens.

2. Support partnership working between risk management authorities and other regional and national agencies and facilitate the sharing of knowledge, evidence and best practice to support priority setting based on a shared understanding of risk.
3. Ensure relevant officers and elected members of member authorities are informed and briefed appropriately in relation to information emerging from the Environment Agency, Department for Environment, Food and Rural Affairs (Defra) and other key stakeholders regarding flood risk management.
4. Liaise with the Environment Agency, member local authorities and Water and Sewerage Companies in the review and preparation of response plans for flood risk management.
5. Continue to develop own knowledge and experience in order to provide high quality advice in relation to flood and coastal risk management including requirements under the Flood and Water Management Act 2010.
6. At a strategic level members of the Regional Flood and Coastal committee members in the region, Environment Agency and other Flood Risk regional officers and stakeholders as required to ensure the Cheshire and Mersey region delivers consistently and efficiently in line with national outcomes.

### **Working Relationships**

#### **Financial**

1. Assist member authorities with submission of forward plans for investment to the Environment Agency for Grant in Aid or Local Levy contributions.
2. Identify opportunities within the region where collaborative working will enhance opportunities for investment in flood risk management and co-ordinate wider dissemination of these opportunities.

#### **Strategic**

1. Assist lead local flood authorities in the preparation, delivery and review of Local Flood Risk Management Strategies, ensuring a co-ordinated approach across the Cheshire Mersey Partnership is achieved, taking into account the Environment Agency's National Flood Risk Management Strategy.
2. Provide a strategic overview on the development and review of policies related to flood and coastal erosion risk management. Provide support to ensure that local and sub-regional policies align with regional and national policies for effective FCRM where possible.

#### **Resources**

Assist member authorities in sharing resources and expertise to meet their flood risk management responsibilities.

## **Planning and Organising**

1. Develop a Business Plan and associated Annual Action Plan for the Strategic Partnership for improved delivery of FCRM. Oversee delivery of priority objectives identified in the Annual Action Plan
2. Plan and organise all Tactical and Strategic Partnership meetings and ensure all information is shared in a timely manner in advance to ensure effective participation from all members.
3. Ensure all elected members are fully briefed in advance of sub-regional and regional meeting to ensure affective participation.
4. Organise and plan own workload, balancing and prioritising competing workloads
5. Strong planning and organisation skills. Able to think ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard

## **ADDITIONAL WORK ELEMENTS**

1. Must be able to travel around the Cheshire mid- Mersey area using public or private transport and be able to attend meetings within the wider north-west region.
2. Available to work outside of 'normal' office hours as required.

### **NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

**Date Job Description Prepared/Revised: June 2021**

**Prepared/Revised By:**

**Jim Turton**

**Agreed Job Description Signed By  
Holder:**

(To be signed only following appointment)

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