

Job title: Planning & Projects Officer

Grade: 9

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future
- Keeping the network safe for all users, improving network resilience

and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims

- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice

Reporting Relationships

Responsible to: Flood Risk Officer

Responsible for: Such staff (internal, external or seconded) as may be placed under the postholder's control from time to time

Key Accountabilities:

- Contribute to the development and maintenance of the Local Flood Risk Management Strategy.
- Project management in support of the Flood Risk Management Officer on a range of FRM projects, studies and schemes.
- Work collaboratively with a range of internal and external stakeholders, including the public, Parish and District Councils, County Councillors, the Environment Agency, Water Companies, neighbouring Lead Local Flood Authorities and other relevant organisations.
- Support the development and implementation of policies, systems and processes in support of the Lead Local Flood Authority role, such as in the areas of: a. Flood investigations b. Flood risk assessment and data management c. Asset management d. Sustainable Drainage Systems and the planning process e. Land drainage enforcement and consenting
- Provide bespoke and detailed technical commentary on flood risk and surface water management aspects of Planning Applications at pre application, application and planning enforcement stages as necessary
- Provide strategic advice on the implications of new development on local flood risk issues to Local Planning Authorities

- Assist Local Planning Authorities with developing processes such as adoption agreements and developing the skills to carry out site inspections to ensure works are constructed to the required standards.
- Determine applications for land drainage consents, monitor as constructed works and update and maintain a register of consented works.
- Support the Flood Risk Officers to identify and secure funding for flood risk management proposals including studies, maintenance and capital works.
- During a flood emergency, the post holder may be required to take part in major incident response.

This post involves travelling to and from different sites across the county and neighbouring Lead Local Flood Authorities.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.







The content of this Job Description and Person Specification will be reviewed on a regular basis.



Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<ul style="list-style-type: none"> Degree or equivalent level qualification or experience Evidence of continuous professional development. 	<p>A</p> <p>A</p>
    	<ul style="list-style-type: none"> Minimum of 2 years post qualification experience flood risk management/ drainage management and/ or land use planning. Demonstrable knowledge and understanding of the administrative, statutory and legal procedures relating to land use planning, land drainage and flood risk management including the responsibilities of the Environment Agency, the Water Companies, District Councils and Internal Drainage Boards Good knowledge of policies, design and maintenance standards in relation to flood risk management and drainage systems on new developments Excellent understanding, experience and use of drainage asset and flood risk mapping Significant and demonstrable experience in working with external bodies e.g. District Councils, Local Partnership Groups etc. and with Elected Member bodies 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Experience of managing customer/public interface, maintaining good internal/external stakeholder relations • Knowledge of emergency planning and managing both the emergency and recovery phases of a flooding event. • A sound knowledge of health and safety within a large organisation. • Experience in problem solving and delivering innovative solutions. • Experience in partnership working with contractors and consultants 	A/I A/I A.I A/I A/I
 	<ul style="list-style-type: none"> • The ability to travel around the county and to those authorities covered by collaborative working arrangements, a full driving licence is essential. • Appropriate computer literacy including computer aided drawing, geographical information systems, hydrological and hydraulic flood and drainage modelling software, spreadsheets etc. • Good communication and interpersonal skills (verbal and written) and able to represent the Authority effectively at meetings with external stakeholders. • Ability to organise and forward plan work and achieve daily / weekly / monthly targets with minimal supervision. • Commitment to personal and employee development • The ability to remain calm under pressure and exercise sound judgment in non-routine situations • Ability to be an effective team worker/player working in multi-disciplinary teams This post is designated as a casual car user 	A/I A/I A/I A/I A/I A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**