


Job Description			
Title Drainage Officer	Department: Environment & Resources	Post Ref 402510	
Job Purpose To investigate drainage and flooding problems and to inspect and record information on watercourses.			
Key Responsibilities <ol style="list-style-type: none">1. To implement actions relating to flood risk management and drainage arising from recommendations from both within the county council, and arising from external reports and legislation such as the Flood and Water Management Act.2. To undertake programmed and ad-hoc inspections of surface water drainage systems and other bodies of water, ordering work to repair defects in accordance with pre determined policies, priorities and financial constraints in accordance with the council's responsibility as a Lead Local Flood Authority, advising the Flood Risk Manager on priorities to establish a programme of maintenance works.3. To check for compliance with the issue of land drainage consents on Ordinary Watercourses issued in accordance with the requirements of the Land Drainage Act.4. To undertake investigations of flooding identifying the cause and responsible authority specifically in accordance with the requirements of the Flood and Water Management Act, instructing contractors or other organisations as necessary to ensure the safety of the public, residential and business property is not compromised including responding outside		Key Accountabilities <ol style="list-style-type: none">1. To assist in the development of the county council's strategy, action plans and performance management criteria to improve flood risk management and drainage infrastructure performance for Nottinghamshire2. To work closely with other partners and agencies to deliver a joined up approach and effective joint working to improve flood risk management and drainage participating in partnership groups and projects where required..3. To implement actions relating to flood risk management and drainage arising from recommendations from both within the county council, and arising from external reports and legislation such as the Flood and Water Management Act.4. To ensure compliance with relevant health and safety legislation in all aspects of work undertaken so that your own safety, and the safety of working colleagues and occasional visitors, is safeguarded so far as is reasonably practical.	

<p>normal working hours.</p> <ol style="list-style-type: none"> 5. To prepare and maintain a drainage asset register of significant structures and features that have an impact on flood risk management in Nottinghamshire and a record of the state of repair and ownership of those structures and features. 6. To advise the line manager so that the council can maintain a register for public inspection and inform managers so that decisions about work programming and maintenance priorities can be established of council owned structures and features. 7. To advise line managers of structures and features that affect flooding that need to be designated in accordance with the requirements of the Flood and Water Management Act. 8. To serve notice on landowners in relation to the maintenance of watercourses ensuring that records are accurate, legal officers are consulted and procedures are in accordance with the requirements of the Land Drainage Act. 9. Carry out inspections and assessments of sustainable drainage systems and to undertake procedures and tasks arising from developing guidance in respect to the council's responsibilities under the Flood and Water Management Act. 10. To recommend to the Flood Risk Manager, drainage solutions for drainage projects and assist with project development and survey works. 11. To carry out inspections of pumping stations, identifying faults, instructing maintenance engineers as required responding to 	
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<p>call outs as necessary.</p> <p>12.To assist in the recording, management and improvement of highway drainage and other county council owned drainage assets</p> <p>13.To maintain accurate contemporary records of all works, responses to incidents and the like in order that the authority can make such records available in future insurance or litigious situations.</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. A minimum of 5 GCSE's (Grade A-C) or equivalent including Maths and English. 2. Understanding of highway and drainage maintenance and design. 3. Knowledge of administrative techniques and systems 4. Understanding of budgets. 5. Knowledge of IT packages including Microsoft Office. 6. Knowledge of the Flood and Water Management Act 2010 and the Land Drainage Act 1991. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 4. The ability to work on own initiative; meet agreed objectives and targets, against a set brief through an effective use of
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<p><i>Experience</i></p> <p>1. A minimum of 12 months experience in highways or drainage related activity</p>	<p>resources.</p> <p>5. Ability to plan and prioritise work.</p> <p>6. Ability to produce clear and accurate written information and reports.</p> <p>7. Ability to communicate in a confident clear and concise manner.</p> <p>8. Ability to negotiate and present information both orally and in writing.</p> <p>9. Ability to work effectively as a member of a team and in a collaborative way across teams.</p> <p>10. Ability to work with minimal supervision.</p> <p>11. The ability to deal effectively with the public and organisations on drainage matters.</p> <p>12. Willingness to broaden own knowledge, skills and experience.</p> <p>13. Proven IT skills particularly relating to GIS and database software.</p> <p>14. Full current UK/EU Driving Licence.</p> <p>15. Be able to transport yourself throughout the Council area in a timely manner.</p>
<p><i>Role Dimensions</i></p>	

The post holder will be part of a team responsible for reducing flood risk to all the communities of Nottinghamshire and as such will assist in the control all the county councils investment in drainage and flood alleviation which currently includes the £2.5 million highway drainage budget, and £0.5 million per year local levy funding. The post holder will assist in the management of the county capital drainage budget which is currently £0.5 million per year. The role will involve close working with staff from the Environment Agency, Severn Trent Water, District Councils and the 4 Internal drainage boards in Nottinghamshire to influence all drainage/flood alleviation investment in Nottinghamshire which could be in the region of £10 million per year. The post holder will work on our new land drainage duties

Projects will be managed and delivered through internal and external design consultants, and using staff employed directly by district councils and the internal drainage boards.

The section role is significant and covers highways and municipal engineering and representing all the authority's interests and responsibilities both as a highway authority, drainage authority and as a land and asset owner. The post will have an impact in reducing the potentially huge damage from flooding as occurred in 2007 as well as reducing the impact on people, homes and businesses

Please attach a structure chart