

Job Summary

Post Title	Flood Programme Manager	Pay Grade	Grade 9
Directorate	Planning, Growth and Sustainability	Line Manager	Climate Change & Flood Risk Manager
Service Area	Spatial Planning & Climate Resilience		
Post Number/s (Mandatory for existing posts, If multiple posts state all)	91147231	If existing post is the post title changing? If yes state both	N
JE/GAR reference number (Mandatory for existing posts)	TBC	Work Location (state Council office)	Walton Street Office
Work style	Any desk	Job Family & Role Profile	T09M
DBS Check Required?	NO		
Politically Restricted Post?	No <i>The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.</i> <i>There are broadly two categories of restricted posts:</i> <i>Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.</i>		

Job Purpose and Job Context

This role is responsible for the development and project management of the Council's Flood Resilience Capital Programme including business case development, scheme design and feasibility and applications for grant funding, through to managing delivery on the ground. The post holder will oversee the design and delivery of flood resilience projects, including our Property Flood Resilience and Natural Flood Management work packages, and manage a team of up to five people as well as relevant in-house and external specialists to deliver the programme.

Main Responsibilities and Duties

Working closely with the Climate Change and Flood Risk Manager as the Senior Responsible Officer for the Flood Resilience Capital Programme, to act as specialist Project Manager ensuring that the complex programme of work packages is delivered on time, to quality and to budget, in particular:

1. Skilled in Construction Design Management Regulations, Health and Safety in Construction, and Flood Risk Management.
2. Manage a team of up to 5 people, coaching and mentoring team members and ensuring upskilling where necessary.
3. Manage external specialists and experts to ensure effective delivery of the programme.

4. Lead the production and delivery of project working documents such as Project Briefs, Project Initiation Documentation, Issues logs, Risk Register, Communications Plan and Work Stage Plans.
5. Lead project planning and maintain change control, tracking progress against the critical path to ensure that the projects are delivered to the agreed quality, time, and budget.
6. Lead the commissioning of all the necessary works through relevant procurement processes to deliver the project in accordance with Project Executive instructions.
7. Compile, update, and present the Risk Management Register to Project Executive.
8. Co-ordinate and manage applications for external funding and seek out additional funding opportunities to add value to, grow, and sustain the capital programme.
9. Secure technical, financial and cabinet member approvals through the Council's governance procedures
10. Agree and deliver the project outcomes as required by the funding bodies and delivery partners.
11. To liaise with and co-ordinate the work of the in-house specialist teams and external specialist advisors to meet the approved timetable for delivery of projects.
12. To liaise with other in-house specialist teams and external and partner organisations (particularly Environment Agency and Water Companies) on interrelationships between the Council's Flood Resilience Programme and their work programmes/asset management plans.
13. To represent the Council at external meetings with the Environment Agency, RFCCs, collaboration meetings with partners and working groups.
14. To be a Steering Group Member on the Thames Water Smarter Water Catchments pilot in the River Chess catchment.
15. Monitor and manage the budget for the identified projects within the programme to ensure that they are within the agreed levels and report any deviation to the Project Executive.
16. Working with your team, be an intelligent client, challenging consultants on outputs and seeking betterment to ensure value for money of deliverables for the Council.
17. To manage and co-ordinate production and distribution of documents, recommendations and reports, including document control procedures and project management documents, ensuring accurate records and minutes of meetings.
18. Provide regular Highlight reports to the Project Executive and other relevant parties.
19. Ensure quality records and evidence for the outputs of the projects are developed, maintained, and managed. Maintain and disseminate Lessons Learned during the progress of the projects on the programme.
20. Investigate and respond to complex enquiries / unresolved or escalated complaints relevant to the Flood Resilience Capital Programme.
21. Coordinate all external communications for the programme, liaising with local ward members and cabinet members, relevant partners, and stakeholders (e.g. landowners and homeowners) as necessary.

Accountability

- If this role manages a budget please state the size of the budget: up to £300K for staff time resources, commissioning consultants
- How many direct reports does this job have in its reporting line? 3
Please also indicate the grade/range of the direct reports and which legacy organisation's terms this relates to.
(e.g., BCC, AVDC, WDC or CSB) BC Grade 8, BC Grade 7, BC Grade 6
- How many indirect reports does this job have in its reporting line?

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	Provide Job Specific Examples
Up to 3 months		Landowner engagement, consultation activities
1 year	✓	Resources for team. Commissioning and delivery of feasibility studies
3-5 years	✓	Design and delivery of flood resilience schemes

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience (use job family to complete)	Job Specific Examples	Essential	Desirable
Substantial Relevant experience of managing projects at a senior level in a large complex organisation	Experience of design and construction projects from business case through to delivery including CDM and H&S regulations	✓	
Management of significant projects within specialist flood management field and contribute to planning and delivery of ongoing programme with an excellent understanding of project management methodologies systems, processes, and procedures as well as associated legislation and regulations	Practical, effective solutions are developed and delivered in accordance with legislative / regulatory / grant funding requirements and good practice guidelines. Projects are delivered to agreed specification, timescales, and budget. All project documentation and reports are completed correctly.	✓	
Excellent planning and organisational skills and ability to simultaneously manage multiple complex projects and to achieve given targets	Understanding of the interface of the project activities and the linkages which are required to deliver quality products. Comprehensive documentation is produced, presented, and distributed to the required standards and timescales.	✓	

	Reports and plans are reviewed regularly and updated as required to maintain accuracy and validity. Issues are clearly summarised, progress, implications and outcomes are reported. Co-ordinate the work of others by allocating and scheduling work and ensuring it is out by deadlines. The legal / regulatory position is clearly stated.		
Authority and credibility to build relationships and engage successfully with colleagues, partners, and customers at all levels in complex or politically sensitive areas	Joint working with partners and contractors to progress shared objectives. Proactively build and maintain good working relationships. Communicate effectively with all stakeholders and influence decisions. Represent professional service area / BCC internally and / or externally.	✓	
Budget and contract management experience to monitor and report on service standards / performance indicators /budget for area of responsibility as required. Identify issues for further review by budget holders and managers. Manage project resources/ budgets as required	Audits / reviews / performance measurement of the area of responsibility are undertaken correctly. Finances / budgets /resources are efficiently monitored /managed as required. Quality, performance and / or other management information is provided accurately to the required timescales. Service standards improve. Expected levels of supplier / contractor / delivery partner performance are monitored to ensure contract compliance. Appropriate action is taken to address issues. Issues are escalated when necessary. Value for money is achieved. Liaise with external contractors/suppliers to co-ordinate appropriate service delivery	✓	

Manage and co-ordinate the preparation of bids for funding and preparation of tenders and contracts	All documentation is completed correctly. External funds are identified and secured. Required services / goods are specified and obtained. Value for money is obtained. Procedures are followed and documents are prepared accurately.	✓	
Experience of delivering capital flood projects with the Environment Agency/DEFRA/Govt processes for project management, business cases, and funding approvals.		✓	
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Work is carried out in a way that is safe and without risks to health. Work complies with all safeguarding policies and procedures that apply to the role	✓	
Ability to adapt readily to change and work effectively in a variety of situations, either in groups, with individuals or in partnership with other organisations.		✓	
Good ICT skills including use of standard Microsoft applications and specialist systems such as GIS.		✓	
Highly developed analytical, negotiation, communication, and presentation skills.		✓	
Qualifications		Essential	Desirable
Experience of using Project Management systems e.g. PRINCE 2 or equivalent		✓	
Degree or equivalent in relevant discipline (Environmental Science, Engineering, Science, Geography)		✓	
Professional qualification or equivalent			✓
Other Requirements		Essential	Desirable
The role often involves travel for business purposes and so a full driving license is essential		✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.		✓	

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent cautions and/or unspent convictions

For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the [Rehabilitation of Offenders Act 1974 \(updated 2023\) | Nacro](#)

Y

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.