



**West
Northamptonshire
Council**

JOB DESCRIPTION

Job title:	Innovative Flood Resilience Project Officer
Location:	One Angel Square - Northampton
Salary:	£25,654 - £30,229
Directorate:	Place, Economy and Environment
Division:	Assets and Environment
Team:	Flood and Water Management
Responsible to:	Innovative Flood Resilience Programme Manager
Directly responsible for:	N/A

JOB PURPOSE

The Northamptonshire Innovative Flood Resilience project is one of 25 national Environment Agency funded projects. The aspiration of the Northamptonshire project is to trial new ways to improve flood resilience in two discrete catchments, at three levels: catchment, community and property level.

This is a 6-year project, led by West Northamptonshire Council, in partnership with North Northamptonshire Council, and in collaboration with a number of project partners that will deliver nature-based solutions / natural flood management, community resilience measures and property flood resilience, across the two catchments.

This role is for a project officer to support delivery of various elements of the project, with a focus on community flood resilience, working with the project partners and wider stakeholders. The role would suit anyone wanting to get experience in flood risk management and community engagement.

KEY RESULT AREAS

1. Coordinate and support community engagement activity including organising and running community based events (venues, support publicising, letters, facilities, equipment, refreshments etc).
2. Develop and maintain positive relationships with partners, stakeholders and the public, to maximise their engagement with and involvement in the project.
3. Deliver discrete packages of work from the overall programme under the supervision of the Project Team.
4. Responding to general enquires regarding flood risk, the management of risk and recommendations for flood resilience.
5. Responsible for collating, digitising and maintaining a range of data sets, including using Geographic Information Systems (GIS).
6. Update project website and online resources (training can be provided).
7. Organise, attend and minute Steering Group meetings.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
	Degree in a relevant subject (environment or science-based subject) or equivalent experience in industry	
Experience and Knowledge	Essential	Desirable
	Good working knowledge of Microsoft applications	Good working knowledge of GIS applications (QGIS or equivalent)
	Basic knowledge of physical geography and flood related matters	Experience of being able to work on own initiative and as part of a team
		Experience of dealing with sensitive information in a confidential manner
Attributes		
	Excellent organisational skills and ability to multi-task and prioritise work	Excellent problem solving skills
	Excellent interpersonal skills and the ability to constructively relate to a wide variety of people, such as councillors and senior managers.	Flexible to enable working in rapidly changing situations
	Excellent written and verbal communication skills	Good attention to detail
	Ability to present at and participate in meetings	Technical aptitude with the ability to quickly learn and apply new skills
	Ability and willingness to undertake travel to and within Northamptonshire, and throughout the UK, where required for meetings and other work related circumstances	
	Be available to work evenings and occasional weekends	
Equal Opportunities	Essential	Desirable
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	