

Role Profile

Part A - Grade & Structure Information

Job Family Code	10RT	Role Title	Senior Flood & Climate Resilience Officer
Grade	PS10	Reports to (role title)	Flood & Climate Resilient Communities Manager
		Directorate/School	Place
JE Band	371-438	Service / Department	Place Commissioning & Engagement
		Date Role Profile was created	Oct-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>The purpose of this role is to update, apply, monitor and maintain the Local Flood Risk Management Strategy (the Strategy). Providing continuity through the update and implementation programme, manage engagement and contribution of risk management authority partners through the Flood Risk Partnership Board and working groups. Work with internal and external partners to embed the changes to business-as-usual set out in the strategy's action plans.</p> <p>The role will report the strategy's progress through an annual impact report to the Flood Risk Partnership Board and the Surrey Futures group. It will also have the day to day responsibility to ensure the strategy's content is correct and relevant, anticipating and planning for any changes with appropriate teams or organisations as well as ensuring digital and any other publication is up to date and easily available to partners and the public.</p> <p>The role will also oversee and coordinate both SCC's support of the flood action groups and the programme of community engagement to deliver Objectives 1, 3, 4 and 5 of the Local Flood Risk Management Strategy. This includes project or programme finance management and reporting as well as bidding for funding. Other activities may include developing catchment action plans with partners and supporting the team leader by deputising in their absence.</p> <p>Deputise for Team leader as required to meet the wider needs of the flood risk strategy and engagement initiatives.</p>
Work Context	<p>Surrey County Council's duties as Lead Local Flood Authority (LLFA) make us are responsible for developing and implementing the Local Flood Risk Management Strategy. This multi-agency strategy set out the strategic objectives, agreed by partners, in reducing the impacts of flooding. The strategy was developed between 2015 and 2017 where it was adopted by each risk management authority. The strategy is currently being updated to ensure it is consistent with the National Flood and Coastal Erosion Risk Management Strategy.</p> <p>The Strategy's focus is on a series of agreed priority catchments and associated actions plans, these are maintained by biannual meetings with each borough/district. Maintaining the currency of the Strategy, its action plans and the partnership at an operational and strategic level requires expertise to provide the continuity and maximise the opportunities this work offers to the residents of Surrey. The team also carry out investigations into flood incidents to identify which authorities have powers and duties and if they intend to use them to manage a risk. This is a key workstream in managing day to day flood risk to the residents in Surrey and includes engagement with residents and community groups as well as enforcement where necessary. Through the investigation process the team manage and collate flood risk and incident data for other partners to fulfil their duties.</p>
Line management responsibility if applicable	Will have responsibility for managing project teams and may be responsible for managing project teams. May deputise for line manager in their absence.
Budget responsibility if applicable	Role Holder may have direct budget control responsibilities relating to specific projects (£50k-£500K) and is likely to advise on budget allocation and spend across the Surrey Flood Alleviation Programme.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Implement countywide strategies and support the development of long term planning. • Lead projects and reviews within a technical area of work to support and enhance service delivery. • Plan workloads and secure resources to enable the team/s to achieve a quality service. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. <p>People and partnerships</p> <ul style="list-style-type: none"> • May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>Resources</p> <ul style="list-style-type: none"> • Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. .</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May require a specialist technical qualification or membership of an appropriate professional institution. • Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. • May require previous management experience including staff supervision, development and organisational skills. • Proven ability to apply project management principles and techniques to manage a range of projects through to completion. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Experience of developing a strategy in partnership with other organisations</p> <p>Experience of impact reporting or strategy progress reporting to demonstrate outcomes of plans, strategy or policy.</p> <p>Experience of working in a multi-agency/inter-organisational setting with shared objectives including coordinating meetings and workshops.</p> <p>Experience in influencing partners, strategies and policies to meet team objectives.</p> <p>Confident in organising and facilitating groups tasks, seminars and meetings</p> <p>Experience of working with residents and stakeholder as part of an engagement process.</p> <p>Experience of working on GIS systems, including interpreting geospatial (mapped) information.</p> <p>Member of relevant professional body - desirable but not essential.</p>
<p>Role Summary</p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p>Reference Number</p>	<p>BM-2026-009</p>