

Role Profile

Part A - Grade & Structure Information

Job Family Code	10RT	Role Title	Sustainable Drainage Technical Specialist
Grade	PS10	Reports to (role title)	Sustainable Drainage and Consenting Team Leader
		Directorate/School	Environment and Planning
JE Band	371-438	Service / Department	Place
		Date Role Profile was created	Sep-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	To provide expert guidance and specialist advice relating to the management of flood risk and sustainable drainage systems to enable Surrey County Council to fulfil its role as a Lead Local Flood Authority and statutory consultee to the planning process, in respect of non-major and major developments. Delivering advice on planning applications, working with local planning authorities to improve training, policy and guidance regarding surface water flood risk in planning. To review Ordinary Watercourse Consents, provide pre-application advice, provide training and guidance to the team and partners, complete engineering and drainage design checks including for Development Consent Orders, act as an expert witness when required and provide enforcement advice. To produce and maintain technical guidance.
Work Context	<p>The Sustainable Drainage and Consenting Team's duties form part of the Council's responsibilities as Lead Local Flood Authority. The team is focussed on delivering advice in relation to proposed development, in relation to both pre-application enquiries and planning applications, and dealing with ordinary watercourse consents.</p> <p>The Sustainable Drainage and Consenting Team is responsible for mitigating, as far as practicable, negative surface water flood risk impacts arising from new developments. This is achieved through responses to consultations on new developments, imposing planning conditions, providing pre planning application advice, and helping shape sustainable drainage planning policy.</p> <p>Under the Flood and Water Management Act 2010, Surrey County Council (as LLFA) is the consenting authority for proposed structures and obstructions within a watercourse, which require consent under section 23 of the Land Drainage Act 1991. These structures and obstructions may include dams, weirs, culverts (pipes) or any other structure which affects the flow of water within the channel. The Sustainable Drainage and Consenting Team is responsible for administering and reviewing these applications.</p>
Line management responsibility if applicable	To deputise for Team Leader when required
Budget responsibility if applicable	None

<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. . To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
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<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.
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Details of the specific qualifications and/or experience if required for the role in line with the above description	Member of a relevant professional body. <ul style="list-style-type: none"> • Extensive knowledge of a range of relevant principles, practices, and procedures relating to Drainage and Flood Risk Management, Asset Planning, Engineering and Maintenance. • Excellent knowledge of drainage assessment, prioritisation and specification. • Excellent knowledge of project management techniques. • Comprehensive understanding of flood risk management, legislation, principles and practices relevant to sustainable drainage.
Role Summary	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.
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