

Role Profile

Part A - Grade & Structure Information

Job Family Code	12RT	Role Title	Sustainable Drainage and Consenting Team Leader
Grade	PS12	Reports to (role title)	Assistant Director Planning Development
		Directorate/School	Environment and Planning
JE Band	519-613	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 manage the team responsible for carrying out Surrey County Council's duties as Lead Local Flood Authority and Statutory Consultee in the planning process with regard to surface water and for Ordinary Watercourse regulation. To deliver the objectives of Surrey's Local Flood Risk Management Strategy through planning policy and process. To develop policy, standards and guidance for sustainable drainage. To work with internal and external stakeholders to manage flood risk and the impacts of climate change through planning policy. To deliver sustainable drainage schemes through other authorities and organisations.
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	The role will have direct line management responsibility for the Sustainable Drainage and Consenting Team
Budget responsibility if applicable	To advise on budget allocation and income.

<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"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <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: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>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 or equivalent professional qualification in a relevant specialist area. • May be required to be a member of a professional institute. • Authoritative knowledge of the legislation, principles, practices, and procedures relevant to the role. • Substantial experience working at a senior level in a relevant role • Proven ability to manage budgets and resources. • Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives. • Comprehensive knowledge of computerised business systems. • Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills. • Proven ability to work collaboratively with internal and external partners/professionals. • Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change. • Proven ability to assess risks and benefits in a complex environment and respond appropriately. • Ability to understand, meet and exceed customer expectations. • Excellent leadership skills with substantial experience in motivating, coaching, mentoring and developing staff.
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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 are substantial management roles involving management of services of a technical or specialist nature and will typically engage with a range of agencies, internal and external partners. They will manage a professionally qualified team to deliver major technical projects and/or regulatory services. They have a key role in regulatory assessment, decision and enforcement and require a high degree of technical or specialist knowledge and expertise which is used to exercise judgement and decision making in their area within broad parameters and policy guidance. Roles at this level are accountable for the professionalism of technical or regulatory services under their remit.
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