

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Sustainable Drainage Officer
Grade	PS8	Reports to (role title)	Sustainable Drainage and Consenting Team Leader
		Directorate/School	Environment and Planning
JE Band	269-313	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 specialist advice relating to the management of flood risk and sustainable drainage to enable Surrey County Council to fulfil its role as Lead Local Flood Authority and statutory consultee to the planning process. To assist with the planning and implementation of all Team functions and activities to maintain consistent, high quality, efficient and effective service. To review Ordinary Watercourse Consents. To provide pre-application advice, completing engineering and drainage design checks, providing enforcement advice and GIS/data management.
Work Context	The Sustainable Drainage and Consenting Team's duties form part of the Council's responsibilities as Lead Local Flood Authority. The team is focused on delivering advice in relation to development, in relation to both pre-application enquiries and planning applications, and dealing with ordinary watercourse consents. 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. 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
Line management responsibility if applicable	None
Budget responsibility if applicable	None

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. People & partnerships • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Resources • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
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 or working towards it. • Good knowledge of a range of relevant principles, practices, and procedures relating to Planning, Drainage and Flood Risk Management, and Sustainable Drainage. • Excellent knowledge of drainage assessment, prioritisation and specification. • Good Knowledge of flood risk management legislation, principles and practices relevant to sustainable drainage and planning.
Role Summary	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
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