

Designation:	Stroud Valleys Natural Flood Management (NFM) Project Officer
Grade:	Stroud Grade 6
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	Coordinate delivery of the Stroud Valleys Natural Flood Management (NFM) Project
Responsible to:	Housing Renewal Manager
Responsible for:	Some temporary responsibility for contractors and volunteers undertaking project work

KEY DUTIES

- Further develop the Stroud Valleys NFM Plan for the project.
- Identify site-specific opportunities for implementation of plan actions which will involve a significant amount of time lone working alongside watercourses in the Stroud valleys.
- Facilitate partnership working between stakeholders, community groups, individual citizens and other interested parties.
- Deliver and enable delivery of projects within the plan through facilitating access to funding and providing direct support to project groups and stakeholders including engaging and supervising contractors and volunteers to carry out works.
Establish a protocol to deliver appropriate monitoring and maintenance services to support project actions within and beyond the life of the project.
- Identify and establish with relevant national academic and professional institutions a protocol to sustain monitoring and evidence collection to inform the project and associated plans within and beyond the life of the project.
- Identify funding opportunities and submit bids for funding with local, regional and national partners.
- Work with and influence the delivery of national and local agricultural support policies, to assist the implementation of rural SuDS.
- Undertake activities to increase awareness of the project at both local and national levels to a range of relevant stakeholders including speaking at national conferences.
- Undertake relevant activities so as to influence future national funding programmes.

- Facilitate as required the establishment of similar projects in other Seven Wye Regional Flood and Coastal committee areas.

Work subject to deadlines involving changing problems, circumstances or demand

SKILLS AND KNOWLEDGE

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

- Excellent written and verbal communication skills so as to communicate effectively on this specialist subject both at a local and national level with other experts and the public.
- Practical working knowledge of water course management and engineering
- Understanding of funding application processes at local, national and European level.
- Good understanding of agriculture and land management and the implications for water management.
- Experience of project management
- IT Literate, including use of MS Office software
- Able to manage own time and workload

COMPLEXITY AND CREATIVITY

Work which requires a range of imaginative solutions or response and involves application of fresh and innovatory thinking.

- Engage proactively with stakeholders
- Guide and advise interest groups in the development and delivery of relevant projects
- Remain aware and abreast of emerging technologies and trends within the field of water course management and engineering
- Able to apply lateral and imaginative thinking to potentially complex environmental situations in order to develop a range of potential solutions for wider discussion.

JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decision where policy, procedures and working standards provide only general guidelines.

Decisions which have a material effect on the internal operations of the post's own or other departments or on the individual or on the provision of service to the public.

- Decisions on how to guide and support participating groups and individuals on project and funding applications
- Decisions concerning the right choice of options to be presented to stakeholders examining project proposals
- Decisions on leading funding applications at local and national level.

CONTACTS

Some matters are likely to be contentious or complex requiring support, tact, persuasion and sensitivity, within the application of operational guidelines. The outcome will have a material effect, including care, on the person, service or organisation contacted.

- Members of the District Council
- Members of Parish Councils
- Members and staff of other local authorities'/partner agencies/stakeholders
- Suppliers and contractors
- Members of the public
- Funding sources

RESOURCES

- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low cost materials or for the accurate handling and security of larger sums of cash and cheques or other financial resources.

TRAVEL DESIGNATION

Casual Car User

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.

- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.