



## **EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION**

**Job Title:** Senior Flood Resilience Officer

**Department:** Communities, Economy and Transport

**Grade:** [Single Status](#) 10

**Responsible to:** Team Manager

### **Purpose of the Role:**

The role is located within the Flood Risk Management Team responsible for discharging the County Council's responsibilities as the Lead Local Flood Authority for East Sussex. The team is responsible for commenting on the flood risk implications of major development, maintain and oversee the implementation of the East Sussex Local Flood Risk Management Strategy, deal with land drainage enquiries and enforcement matters and deliver flood risk management projects.

The team is small and as a consequence the role is involved in a wide variety of work with opportunities to lead on projects as well as collaborating with partner organisations in the public, private and academic sectors.

The County Council operates a shared service on development and planning matters with the Pevensey & Cuckmere Water Level Management Board, and this involves working with the Board's officers on a regular and frequent basis.

The team works with other organisations, the key ones being the Environment Agency, the County Council as the Highway Authority, Southern Water and the District and Boroughs of East Sussex. The team also operates at a regional and national level through professional networks, the Southern Regional Flood and Coastal Committee and where resources allow national working groups sponsored by the government, the Environment Agency or professional organisations.

Working with community groups and dealing with the general public is a fundamental aspect of the team's work and all team members are expected to communicate complicated and technical concepts to lay audiences.

Within this team setting the role will include the development of the County's Local Flood Risk Management Strategy and any associated guidance, responding to consultations from Local Planning Authorities, identifying funding sources for flood mitigation projects and the preparation/submission of bids, and the investigation and reporting of flood events.

**Key tasks:**

1. Responsible for managing own work, including complex matters where there are competing and demanding deadlines. Provide advice on policy, legal and/or regulatory issues and produce records of actions taken and record outcome and decisions.
2. Responsible for supporting customers and/or other members of the team with more complex enquiries, appeal procedures and escalations.
3. Develop and maintain knowledge of relevant legislation and professional area and provide advice on guidance, including interpretation of local policy.
4. Provide professional advice and information in relation to the service area to internal and/or external customers including the production of written advice for the intranet, internet or external publications as required.
5. Deputise for the line manager as required, including attendance at external meetings.
6. Responsible for responding to complaints from customers, following local procedures for handling complaints
7. Support the development of local policies, procedures, systems, training and guidance in response to changes in legislation and best practice.

8. Review the service provision and make recommendations for improvement to local systems, take a lead on implementing changes.
9. Plan and organise programmes of work including allocation of work to other members of the team, having regard to the effective use of resources and safe working practices.
10. Provide management data and reports to the Managers and to the Senior Management Team.
11. Responsible for the monitoring of large local budgets (£100k+) so budgets are used appropriately and effectively, maintaining records to account for spending.

Recognising that ESCC is a large organisation with a number of overarching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce your work's environmental impact.
- Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
- Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

## **PERSON SPECIFICATION**

### **Essential education and qualifications**

1. RQF Level 5 qualification in a related environmental management discipline.
2. Membership of or working towards membership of a relevant professional body.

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

3. Ability to plan and organise a varied workload for self and others, working to varying deadlines.
4. Able to use own initiative to solve problems, improve processes, and welcome change.
5. Ability to work collaboratively as a member of a team and be able to develop professional relationships across teams and services to achieve shared aims.
6. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages and/or style to suit different audiences.
7. Ability to converse at ease with the public and provide advice in accurate spoken English.
8. Interpersonal skills and emotional intelligence
9. Coaching and mentoring skills
10. Ability to solve complex problems and develop solutions.
11. Developed ICT skills, including ability to accurately input and check data.
12. Ability to use technology as part of the role including Microsoft 365 (including Outlook, Excel, Word)
13. Ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations.
14. Advanced GIS analytical skills and experience of using QGIS, GRASS, and similar analytical tools.

15. Budget planning and monitoring principles and processes.
16. Experience of working in a Lead Local Flood Authority.
17. Ability to provide effective customer service which will include providing clear and succinct advice, responding appropriately to customers' needs.
18. Ability to remain calm under pressure, including the confidence to take control of a difficult situation.
19. Ability to lead and motivate staff.
20. Awareness of and commitment to equality, diversity and inclusion.
21. Knowledge of the Data Protection regulations including an understanding of data storage and retention schedules, and a commitment to maintain confidentiality.
22. A commitment to professional and personal development.

**Document version control:**

Date created/amended: January 2026

Name of person created/amended document: Nick Claxton

Job Evaluation Reference: 12703

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	Yes
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No