

SuDS and Flood Risk Officer Career grade

Grade I to K

Qualification / Experience	SCP & Grade	Level work to be undertaken	Level of supervision required
Degree in Environmental Management, Geography, Engineering, Hydrology or other relevant discipline	SCP 28 Grade I	The SuDS and Flood Risk Officer should be undertaking the full range of duties as described in their job profile	Officer expected to manage their own workload and prioritise tasks. Line Manager is available for advice on conflicting priorities
<p>Having met the criteria for grade I, Officer may apply for progression to grade J.</p> <p>Expected to have at least 3 years post graduate experience dealing with more complex applications or workload satisfactorily over time and with the minimum of supervision to a high standard of output and quality.</p> <p>The decision to appoint to grade J will be taken by the Service Director following advice from the Officers line manager & HR & Workforce Development Manager and the completion of a portfolio of evidence which demonstrates the stipulated competencies for the role and relevant experience / knowledge as follows:</p> <p><u>Competencies</u></p> <p>Must be able to provide evidence of how they demonstrate the following competencies:</p> <p>Project management – Able to manage and deliver projects with minimum supervision.</p>	SCP 31 Grade J	<p>The SuDS and Flood Risk Officer should be undertaking the full range of duties as described in their job profile which is supported by their portfolio of evidence.</p> <p>The officer should be proactive and confident when dealing with Managers, Service Directors etc.</p>	<p>Officer should be confident and capable of dealing with the full range of issues with minimal supervision.</p> <p>The officer is available to provide advice and support when needed.</p> <p>The officer should be providing advice to managers and colleagues on complex and contentious drainage issues.</p> <p>Officer will be using their initiative and knowledge to manage their workload.</p>

<p>Customer Focus – Puts the customer first and provides excellent service to both internal and external customers</p> <p>Communication – Uses appropriate methods to express information in a clear and concise way to make sure people understand</p> <p>Team Working – Works with others to achieve results and develop good working relationships</p> <p>Making things happen – Takes responsibility for personal organisation and achieving results</p> <p>Flexibility – Adapts to change and works effectively in a variety of situations</p> <p>Learning and Development – Actively improves by developing and applying new skills and knowledge and learns from past experiences</p>			
<p>Having met the criteria for grade J, Officer may apply for progression to grade K.</p> <p>Expected to have at least 5 years post graduate experience dealing with more complex applications or workload satisfactorily over time and with the minimum of supervision to a high standard of output and quality.</p> <p>The decision to appoint to grade J will be taken by the Service Director following advice from the Officers line manager & HR & Workforce Development Manager and the completion of a portfolio of evidence which demonstrates the stipulated competencies for the role and relevant experience / knowledge as follows:</p> <p><u>Competencies</u></p>	<p>SCP 34 Grade K</p>	<p>The SuDS and Flood Risk Officer should be undertaking the full range of duties as described in their job profile which is supported by their portfolio of evidence.</p> <p>The officer should be proactive and confident when dealing with Managers, Service Directors etc.</p>	<p>Officer should be confident and capable of dealing with the full range of issues with minimal supervision.</p> <p>The officer is available to provide advice and support when needed.</p> <p>The officer should be providing advice to managers and colleagues on complex and contentious drainage issues.</p> <p>Officer will be using their initiative and knowledge to manage their workload.</p>

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