

SCARBOROUGH BOROUGH COUNCIL



Job Description

Projects Service

Designation: Coastal Projects Officer

Effective from: July 2021

Main Purpose of the Job:

To support the Council in developing coastal and flood defence resilience and strategy within the Borough of Scarborough. Provision of, and in assistance in Project Management Services on behalf of the Council and partner Local Authorities, based in the Projects Unit. The post holder will assist in managing Coastal and Flood defence Projects through inward investment into the Borough and will report to the Projects Manager through the Principal Coastal Officer.

Locations:

The post is primarily based at Scarborough Town Hall but flexible provision for homeworking or use of other Council premises is available. Frequent travel to sites and meeting both within and outside the Borough will be required.

Main Responsibilities and Tasks:

Responsible to the Principal Coastal Officer for the provision of Coastal and Flooding Project management services including the following duties:-

1. Assisting in the strategic development and implementation of the Council's Coastal and Flood Defence function and wider priority to protect people, property, business and the Environment.
2. Developing and implementing the Council's policies in relation to Coastal & Flood Defence, coastal regeneration and investment along with the wider undertakings of the Council
3. Promoting and representing the Council's corporate interests particularly with regard to Coastal Defence Development activity and resilience planning both internally and with external bodies.
4. Developing programmes for and actively promoting the activity of the Council and its function in relation to Coast Protection Act relating to Coastal and Flood protection activity to better protecting homes, businesses and the environment.
5. Promoting innovative working and taking part in leading scientific research and development activity within the Council and for external partners.

6. Providing proactive support and advice to Committees and executive bodies of the Council in respect to coastal protection activity, flood defence development and national policy.

Business & Community Support and development within the Coastal & Flood Defence Sector:-

7. Undertaking Sector development, supporting businesses, community groups and homeowners along with encouraging inward investment in coastal defence and resilience.
8. Representing the Council in the preparation of local regional and national strategic and policy development alongside other external bodies such as LEP, LGA officers group, NE Coastal Group, YRFCC, DEFRA and the Environment Agency.
9. Providing advice and support to local businesses, homeowners and community groups on the services provided by the Council in relation to flood and coastal defence.
10. Representing the Council's interests as a non-executive member on Committees, bodies' etc. external to the Council.
11. Developing relationships and encouraging inward investment in Coastal and Flood Defences from existing and newly identified beneficiaries and asset owners within the Borough.
12. Providing advice to coastal and flood defence asset owners on funding opportunities and how to access funds as well as how to seek funding for coastal resilience.
13. Working to initiate, develop, secure funding for and deliver, public sector coastal and flood defence projects, including works, strategy and study to enhance and secure the protection and prosperity of the Borough's coastal communities.

External Funding and Project Management:-

14. Assist in programme and project development in respect of Coastal and Flood defence activity.
15. Assist project development (capital and revenue) and implementation management (including budgetary management) of projects within the major capital schemes programme and Environment Agency's six year PAFS programme for the North Yorkshire Coast.
16. Assist in developing and formulation, review and management of the Council's coastal management programme. Monitoring of plans and regimes to ensure compliance with agreed targets and policy objectives.
17. Securing external funding through the preparation, submission and presentation of funding applications for Coastal and Flood Projects to the Environment Agency, LEP and other such external funding organisations.
18. Seeking external partnership funding from community groups, businesses, Parish Council's and other beneficiaries of coastal and flood defence schemes in line with Environment Agency Policy.

19. Undertaking National, regional and sub-regional advocacy and lobbying to make a case for investment into the Borough and North East region.
20. Working to maximise external funding into the Borough for investment in Flood and Coastal Defence initiatives.
21. Developing programmes and projects and the preparation of funding bids for external funding from outside sources.
22. Working with other Council departments, local authorities and external partners to develop Coastal and flood strategies, and developing and implementing the Borough's adopted Shoreline Management Plan and coastal policy.
23. Undertake programme development and project management of small externally funded projects while assisting in the project management of larger projects including coastal strategies, flood alleviation studies and capital works. This will include the periodic review of those strategies to develop new policies for adoption by the Council and other National Organisations.
24. Preparation of tender documents and procurement, tender analysis, appointment, management and supervision of specialist Consultants employed on behalf on the Council.

Other:-

25. Reporting to Committees, Executive and Full Council as necessary including the production of reports and in person.
26. Initiating, implementing and attending promotions and other events as required.
27. Attend and represent the Council at public consultation and information sharing events during the day and on evenings to promote defence and non-defence options and policy recommendations.
28. Undertake Project Management administrative tasks including convening meetings, the taking of notes/minutes at various project meetings, public meetings or inter-agency meetings as and when required.
29. Assist in Media and Public Engagement activities relating to projects including the management and updating of project websites.
30. Undertake any basic administrative duties required including fetching, carrying, organising, copying, scanning, refreshment organising etc.
31. Visit sites alone and accompanied as and when required to undertake inspections, put up notices and collect and record monitoring information.
32. Carry out any other duties that may be required.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility level.

**PERSON SPECIFICATION
COASTAL PROJECTS OFFICER**

	ESSENTIAL	DESIRABLE
Education and Key Knowledge	<p>Degree level education.</p> <p>Knowledge of Project Management principles.</p> <p>IT literate including experience of using MS Office.</p>	<p>PRINCE2 qualification at Foundation or Practitioner level.</p> <p>Experience of working in an engineering or construction environment.</p> <p>Knowledge of coastal processes and coastal management.</p>
Relevant Skills and Experience	<p>Experience of working as part of a team.</p> <p>Experience of planning and organising work activities to meet deadlines.</p> <p>Experience of managing budgets.</p> <p>Work experience within a coastal management environment.</p> <p>Good written and verbal skills.</p> <p>Demonstrable ability to manage costs within budget</p> <p>Demonstrable ability to manage activities within programme time.</p> <p>Conscientious.</p> <p>Pro-active approach and ability to work under own initiative.</p> <p>Evidence of delivering a high quality customer focused approach.</p> <p>Excellent Interpersonal skills.</p> <p>Willingness to learn new skills and undertake training.</p>	<p>Experience of working within a local government organisation in a coastal management environment.</p> <p>Good knowledge and experience of procurement principles including preparation of tender documentation for consultants and contractors, tender analysis and appointment.</p> <p>Experience of administration of the NEC forms of contract.</p> <p>Ability to write Cabinet / Committee reports.</p>

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	ESSENTIAL	DESIRABLE
<p>Key Competencies</p> <p>Customer Focus The ability to work collaboratively, in teams and with partners, both inside and outside the organisation, to achieve common goals and to improve the quality of service.</p>	<p>Understands and meets the needs of customers.</p> <p>Takes ownership of customer issues and ensures that they are resolved.</p>	<p>Understands who the Team's stakeholders are and their requirements from the Service.</p>
<p>Communication The ability to use interpersonal skills to communicate clearly and concisely, including the ability to recognise and understand the feelings and concerns of others.</p>	<p>Communicates effectively with customers.</p> <p>Presents information clearly, concisely, objectively and accurately.</p> <p>Maintains confidentiality where required.</p> <p>Shares important information promptly with all those who need it.</p>	<p>Presents information in ways which promote understanding, both orally and in writing.</p>
<p>Work Collaboratively The ability to work collaboratively, both in teams and with partners, both inside and outside the organisation, to achieve common goals and to improve the quality of service.</p>	<p>Works actively with others within the team to solve work-related problems and to achieve team goals.</p> <p>Is open and honest with colleagues and honours commitments made.</p> <p>Treats people fairly and with respect.</p> <p>Is responsive to the needs of others and makes time available to support team members.</p>	
<p>Planning and Organising The ability to plan, prioritise and organise work activities, including ensuring the adequate allocation of resources.</p>	<p>Prioritises effectively, plans ahead to meet deadlines, anticipates potential difficulties in managing workload and identifies solutions.</p>	<p>Promotes the use of information technology to enhance service accessibility and delivery.</p>

	ESSENTIAL	DESIRABLE
Special Requirements	<p>Ability to access sites of varying character.</p> <p>Hold a full driving licence and ability to travel efficiently between sites under own initiative.</p> <p>Flexible approach to duties, hours and location.</p> <p>Able to work evenings and out of hours when requested.</p> <p>Enthusiastic and self-motivated.</p>	
Equality	<p>Acceptance of and commitment to the principles underlying the Council's Equal Opportunities Policy.</p>	