

Job Description

FCERM Environmental Project Officer

Role Profile	Specialist Band I
Service/Team	Flood and Coastal Erosion Risk Management (FCERM)
Reports to	FCERM Strategy & Policy Manager
Responsible for	0
Number of posts	1.0 FTE
Post number	TBC
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth Christchurch and Poole, East Devon and the wider South - West area working collaboratively with partner organisations, by providing effective management of projects and ensuring FCERM activities comply with all environmental consenting requirements to secure positive outcomes for communities and habitats at risk of flooding and coastal erosion, now and in the future as the climate changes.

Job Overview

This role will provide environmental project management support to a variety of FCERM projects delivered by the BCP Council and East Devon District Council Shared Service as well as broader South West partner organisations. Key activities will include supporting FCERM project delivery, through managing / co-ordinating habitat restoration/improvement projects, environmental assessments and environmental consenting. This will include supporting / leading the procurement of environmental assessment and survey consultants and contractors, as well as project financial and contract management.

Key Responsibilities

- To lead on managing environmental habitat restoration / improvement and natural flood management projects.
- To lead on / co-ordinate environmental assessments to support delivery of FCERM activities, including any environmental surveys required to support assessments.
- To lead on / co-ordinate environmental consenting applications and subsequent monitoring of any consent condition compliance to support delivery of FCERM activities.
- Support delivery of stakeholder engagement activities on FCERM projects, for example assisting with workshops or drop-in events.
- Support the financial, programme and contractual management of FCERM projects.
- Support the procurement of consultants and contractors to delivery of FCERM activities.
- Keeping up to date with relevant laws/policies/guidance in relation to the environment assessment and consenting processes, ensuring internal processes are kept aligned, and relaying this to the wider team when appropriate.
- To work in accordance with agreed policies and procedures of BCP Council.
- To comply with all decisions, policies and standing orders of BCP Council, and any relevant statutory requirements, including Equal Opportunities legislation, Health and Safety at Work Act and Data Protection Act.

Specific Qualifications and Experience

- Degree level qualification in a relevant field or equivalent experience.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Demonstrable knowledge of the environmental assessment and consenting processes and requirements for FCERM activities, including legal and statutory requirements and the risk of non-compliance.
- Experience in procuring environmental assessment and survey consultants and contractors, working through a Local Authority procurement process and using a range of contract types.
- Experience of financial, programme and contractual management of environmental assessments/consenting for FCERM projects, including habitat restoration/improvement projects.
- Demonstrable knowledge of how the FCERM sector operates, current and emerging FCERM issues, relevant guidance to be followed, and broader commercial awareness.
- Evidence of continual professional development.
- Experienced in using a wide range of IT programmes relevant to the role including Outlook, Word, Excel, and GIS.

Personal Qualities & Attributes

- Able to analyse data accurately to produce reports to inform project decisions / service delivery improvements.
- Able to work in partnership with others to develop improvements to the delivery of services.
- Able to effectively prioritise workload in an environment of change, and manage competing demands effectively.
- Excellent interpersonal, oral and written communication skills and ability to present information in a focussed way.

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- Must be willing to work occasional evenings and weekends to support engagement events.

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