



## Project Officer – Innovative Coastal Flood Resilience

### Job Description and Person Specification

<b>Directorate:</b>	Environment	<b>Service:</b>	Engineering
<b>Responsible to:</b>	Our Future Coast Programme Manager	<b>Responsible for:</b>	External Contractors within Work Package 6
<b>Grade:</b>	6		
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

#### Job Purpose:

The Project Officer will contribute towards the delivery and management of the 'Our Future Coast' Programme, a complex, multi-faceted, DEFRA-funded initiative valued at over £6m, which aims to enhance coastal resilience in the North West through natural buffer strips.

The role involves coordinating and managing activities across various teams and partners and leading Work Package 6 - Disseminating project information, knowledge and good practices to a broad spectrum of stakeholders.

The Project Officer will be expected to support the development of strong partnerships with key stakeholders, organisations, and communities across the North West Coast to ensure co-ownership and co-design of solutions.

#### Key Tasks & Responsibilities:

- Project Leadership and Management:**
  - Provide project management for the 'Our Future Coast' Programme, with full responsibility for the timely delivery of Work Package 6, within budget (approx. £150k) and in compliance with funder and stakeholder expectations.
- Dissemination and Communications:**
  - Lead the creation and management of a project website with interactive mapping for public and organisational use.
  - Ensure all dissemination information is accessible and create an open-access case study bank for coastal practitioners.

- Organise and facilitate dissemination events in collaboration with the programme team
- Lead wider project dissemination, including social media and website content, in conjunction with the communications team.
- **Social Media Management:**
  - Prepare and implement a comprehensive social media strategy to ensure high-quality engagement with customers and communities.
  - Capturing, editing and scheduling various styles of content for dissemination across multiple platforms.
  - Analyse post analytics and adjusting approach and scheduling accordingly to maximise engagement.
  - Monitoring accounts including responding to enquiries via comments and private messages.
- **Partnership and Stakeholder Engagement:**
  - Lead the coordination of activities with external contracted partners and work groups.
  - Promote collaborative working with adjacent authorities and community groups.
  - Coordinate and liaise with key partners such as the Environment Agency, Natural England, and other local authorities and NGOs.
- **Financial and Resource Management:**
  - Implement systems and procedures related to finance, data, and project planning to ensure effective delivery of assigned work stream including use of a procurement card
  - Regularly review expenditure and funding profiles and prepare funding projections for assigned work package /-s.
  - Effectively utilise the resources of the 'Our Future Coast' Programme to ensure project success, which may include setting up teams, contracts, and service level agreements.
- **Reporting and Compliance:**
  - Prepare and present reports for the Programme Board, Environment Agency, and DEFRA for all assigned work packages as and when required.
  - Ensure compliance with relevant legislation, policies, and procedures, including procurement, HR, Diversity, and Health & Safety.
  - Deputise for the 'Our Future Coast' Programme Manager as required.
- **GIS skills**
  - Be able to prepare maps and use ArcGIS products including StoryMaps, Survey123 and Experience Builder.

## Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.

- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to undertake relevant degree e.g. engineering, hydrology, geoscience, geography, ecology, business management or significant relevant professional experience	<b>Essential</b>	Application/Interview
Member of a professional body such as the Institution of Civil Engineers, CIWEM, CiEEM, CMI or similar	<b>Desirable</b>	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Must be able to champion and advocate for natural flood management and innovative approaches to flood resilience	<b>Essential</b>	Application/Interview
Experience of co-ordinating or supporting external partnership delivery and stakeholder engagement	<b>Essential</b>	Application/Interview
Excellent influencing, negotiation, and presentation skills (verbal and written)	<b>Essential</b>	Application/Interview
Ability to build strong collaborative networks and working relationships externally and internally	<b>Essential</b>	Application/Interview
A working knowledge of GIS with the ability to create paper based and web maps, alongside products using StoryMaps, Survey123 and Experience Builder	<b>Desirable</b>	Application/Interview

Practical understanding of the roles of government agencies and Risk Management Authorities and their priorities	<b>Desirable</b>	Application/Interview
Understanding of the issues and barriers to innovative coastal flood management including those facing landowners, regulatory bodies, communities and others	<b>Desirable</b>	Application/Interview
Practical understanding of relevant legislation and practices applicable to the design and commissioning of natural flood risk management and ecosystem services	<b>Desirable</b>	Application/Interview
Able to work independently, lead, and inspire others	<b>Essential</b>	Application/Interview
Able to prepare concise, accurate, professional reports and other written communication	<b>Essential</b>	Application/Interview
Confident and engaging presentation skills, both verbal and written	<b>Essential</b>	Application/Interview
Proficient in standard office IT software (Word, Excel, etc.)	<b>Essential</b>	Application/Interview
Demonstrated resilience and persistence	<b>Essential</b>	Application/Interview
Commitment to the highest professional standards and best practice	<b>Essential</b>	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of managing projects and of collaborating with internal staff and external service providers	<b>Essential</b>	Application/Interview
Proven ability to remain flexible focused and motivated through periods of change	<b>Essential</b>	Application/Interview
Experience of local government procurement and procedures	<b>Desirable</b>	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to conduct in-person site visits along the NW Coast and provide your own transport	<b>Essential</b>	Application/Interview

Valid driving licence	<b>Essential</b>	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview
Demonstrate behaviours that support our values	<b>Essential</b>	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>

#### **Special Conditions:**

**(e.g. Weekend work, shift allowance, car/mileage allowance)**

- Occasional evening or weekend work may be required to attend community meetings or other events.
- The post holder will be required to have regular access to their own vehicle that can be used for work purposes.

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

**Prepared by: Carl Green**

**Date: 10 November 2025**

**Post Holder Signature:**

**Date:**