**Job Description **

**Coastal Manager**

**Reports to: Head of Environment and Sustainability**

**Responsible for - Directly: 0**

**Total staff managed: 1**

**Working environment: HYBRID**

**Working hours: Full time permanent**

**Purpose of role**

Great Yarmouth is located on one of the most dynamic and rapidly eroding coastlines in Northern Europe. Located on the banks of the River Yare and its tributaries also means that the Borough is susceptible to fluvial and tidal flood events. Future environmental changes mean that we need to have plans in place to respond and support our communities in an ever-evolving environment.

The purpose of this role is to provide management and oversight of the Boroughs response to flooding and coastal erosion, working with key agencies and partners to develop and implement response plans, engagement with our communities and longer-term planning for coastal and flood defences, adaptation and roll back.

**Key result areas:**

* Future plans are in place to manage the risks and impacts of coastal erosion and flooding.
* Our communities are engaged in and understand the immediate risks and our future plans to help them.
* The Resilient Coasts Project is delivering tangible adaptation and rollback solutions for our most at risk communities.
* Statutory bodies and stakeholders are clear on the priorities and objectives of the Council in terms of flooding and coastal erosion.
* Planning is in place for future repairs and additions to infrastructure and defences.

**Main responsibilities**

* Long term planning for and managing coastal erosion and flooding
* Management and oversight of the Council’s Day to day statutory Coastal Management responsibilities including updating of Shoreline Management Plans. This will also include input into local and national reports and reviews.
* Future planning and programming of repairs to infrastructure and associated capital bids.
* Leading engagement with affected communities so that they understand the risks associated with living in these areas and the support that is available to them. This includes developing and implementing communications strategies and plans.
* Managing and collating responses to public, MP and media enquiries, compliments and complaints
* Lead the development of future adaptation and rollback planning.
* Manage the Coastal Project Manager to deliver the outputs and outcomes of the Resilient Coasts Project
* Be the lead commissioner of Coastal Partnership East in terms of the development of future funding business cases, technical studies, and engineering consultation.
* Senior responsibility for GYBC’s day to day liaison with statutory bodies including the Environment Agency and Broads Authority
* Being the lead connection between planning, communities, housing and environmental services to create cross organisational approaches to the immediate risks and longer-term response to flooding and coastal erosion.
* Being the lead point for member liaison around coastal and flooding matters, ensuring that portfolio holders and local members are kept up to date of both emergency matters and future planning.
* Lead wider stakeholder engagement with local services and Parish Councils to ensure a joined up and co-ordinated response to emergencies and longer-term planning.
* Lead the development of business cases and capital bids that create inward investment into future coastal adaptation and defences.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

Experience of working collaboratively with external organisations across the public and private sector.

Extensive experience of stakeholder relationship management and community engagement for successful outcomes

Excellent written and communication skills and the ability to present to a range of audiences.

Experience of project management and delivery, preferably in a coastal or flooding arena

Ability to bring together teams from across the organisation, and externally to deliver and achieve results.

Knowledge of the Environment Agency and other Risk Management Authorities associated with Flood & Coastal Risk Management.

Evidence of leading/managing staff performance management including matrix management of staff to achieve results.

Ability to work well with elected members combined with political awareness and experience of operating in a political /management environment.

Experience in Engaging with others through professional presentation skills and preparing and deliver of appropriate materials for a range of audiences.

An understanding of Flood and Coastal Erosion Risk Management Grant in Aid and Regional flood and Coastal Committee Local Levy including partnership funding approaches.

**Desirable**

An awareness of the Town & Country Planning System.

A good understanding of Shoreline Management Plans and coastal management governance

An understanding of Flood and Coastal Erosion Risk Management Grant in Aid and Regional Flood and Coastal Committee Local Levy including partnership funding approaches

Knowledge of local government governance, and evidence of operating across County & Borough structures.

Experience in writing business cases and capital bids

1. **Qualifications & Skills**

**Essential**

Relevant degree or equivalent qualification

**Desirable**

Project Management qualification

1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Able to work across organisational boundaries.
	4. Personal resilience
	5. Ability to work under pressure.
	6. Probity and integrity
	7. Fairness and consistency
	8. Highly developed political acumen and astuteness
	9. Ability to challenge self and colleagues constructively and sensitively.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter.

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect
	2. Communicate and Connect
	3. Lead and Inspire
	4. Ownership and Accountability
3. **Additional requirements**
	1. Ability to undertake site/home visits to customers.
	2. Able to travel freely across the Borough and nationally, when required.
	3. Outside working/adverse weather conditions
	4. Some evening and/or weekend working.
	5. On call rota requirements