



Job Description

Job title:	Assistant Compliance Officer
Team/Section:	Compliance Team
Location:	Head Office is King's Lynn, Norfolk
Responsible to:	Compliance Manager
Responsible for:	No Line Management Responsibilities.
Salary:	£25,000 to £30,000
Hours	37 (Full Time) although part-time would be considered.

Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards ("IDBs") operating in the Anglian Region of the United Kingdom who share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

The **Compliance Team** within the Water Management Alliance works alongside the operations teams to ensure the watercourse networks (both the Board Maintained and private networks) operate efficiently and to ensure that flood risk is not increased by third party works / actions. This is done by utilising each Board's powers under the Land Drainage Act 1991 (including the Board's Byelaws) and by promoting best practice regarding asset information management (i.e. improve how asset information can be organised and communicated in an effective convenient manner).

Role Overview

An Assistant Compliance Officer will assist with proactive and reactive engagement with drainage enquiries (including flood risk / drainage investigations) and informal enforcement under the Land Drainage Act 1991. An Assistant Compliance Officer will work alongside colleagues within the team on more complex cases.

Role Description

The role will engage with drainage enquiries (including flood risk / drainage investigations) and enforcement under the Land Drainage Act 1991 (informal and formal). The role will therefore require the following tasks to be undertaken largely independently using policies, procedures, advice and guidance from the Infrastructure and Compliance Manager

- Investigating and responding to general drainage enquiries from external customers such as public authorities, landowners and the general public, including drainage enquiries following flood events impacting private networks.
- Investigating reports/complaints of non-compliance / infringements and initiating informal enforcement action.
- Processing and preparing Deeds of Covenant relating to compliance with existing Deeds of Indemnity.
- Liaison and negotiation with internal and external stakeholders
- Attendance at site visits to investigate drainage enquiries / enforcement matters.
- Ensuring Health and Safety is paramount at all times and that Health and Safety objectives are promoted and achieved.
- Maintaining accurate records of all cases reviewed and processed using the team case file register and email inbox.
- Keeping knowledge current and up to date, by way of continuous professional development.
- Any other duties that may reasonably be required.

The following tasks will be undertaken alongside colleagues or external contractors::

- Ensure third party compliance with the Land Drainage Act 1991 (plus Byelaws) including undertaking initial formal enforcement proceedings and processing complex cases.
- Application of WMA policies.
- Assisting with projects and research, as required.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> A relevant degree in an engineering, geographical or water management-related subject OR significant relevant industry experience. 	
Experience	
Essential	Desirable
<ul style="list-style-type: none"> Experience liaising, corresponding and negotiating with a variety of stakeholders. Experience interpreting plans, model outputs and other technical drainage information. 	<ul style="list-style-type: none"> Experience working in a regulatory or technical role within the Water Industry, a Local Authority, the Environment Agency or other public body such as a Lead Local Flood Authority ("LLFA"). Experience with enforcement / compliance matters.
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Ability to prioritise effectively and organise workloads to meet deadlines and to remain calm under pressure. Ability to analyse, interpret and communicate complex material, as well as having a methodical approach to work, demonstrating an attention to detail as well as accuracy in record keeping. Ability to competently use computer software such as Microsoft packages. Well-developed written and spoken communication skills (including letter writing, presentation skills and interpersonal communication). Ability to work well with others at all levels both internally and externally. A full and valid driving licence. Ability to work independently Be resilient and persuasive, with the ability to deal with challenges and questions confidently. 	<ul style="list-style-type: none"> An understanding of water management principles. An understanding of the Boards regulatory and enforcement powers and procedures. An understanding of Flood and Coastal Erosion Risk Management (FCERM) including Land Drainage Law. An understanding of GIS software. The ability to interpret and apply technical information (e.g. British Standards, Codes of Practice, technical reports and plans). An understanding of Planning Legislation, including Development Consent Orders and the TCPA. An understanding of environmental policy and legislation.

<ul style="list-style-type: none"> • Creative problem solving skills with an ability to identify areas for development and improvement. 	
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Other Job Information (e.g. any special factors or constraints)	
<ul style="list-style-type: none"> • You must be physically fit to walk around watercourse and drainage catchments (up to 15% of the role) sometimes in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation. • On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Water Management Alliance and its member Boards at public meetings, events and committees. • All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers. • Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation. As such further duties or refinements of current workload may alter the remit of this role to meet the impact of new work areas in the organisation and/or relevant member Board's. This highlights the importance of the post holder in being an effective advocate for this service area and having a good insight into the wider remits of the organisation. • You will be required to actively consider the impact of your working arrangements on the organisation's carbon footprint. Post holders should regularly review the necessity of printing hard copies of electronic documents and seek alternatives to work related travel where it is not essential and work objectives can be met by other means such as video conferencing. 	

Declaration and acknowledgement	
I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role. Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.	
Line Manager:	Matthew Philpot
Position:	Chief Operating Officer
Date:	09/02/2024