



Vacancy

Assistant Environmental Officer

Annual salary: £26,000-£30,000 (dependent on experience)

Plus an attractive benefits package

An exciting opportunity has arisen for an **Assistant Environmental Officer** to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). The Assistant Environmental Officer will directly assist the Environmental Manager and Environmental Team. The successful applicant will undertake a varied role in facilitating the work of the Technical Support and Operation Delivery teams across the WMA Group; whilst ensuring compliance with the legislative framework surrounding maintenance, regulation of drainage and water level management systems and capital scheme delivery. The successful candidate will be responsible to the WMA Group's Environmental Manager and will be based full time in the King's Lynn office. However, the successful individual will be expected to undertake surveys and activities across all WMA Boards catchments and with the team in Norfolk, Suffolk, Lincolnshire and East Sussex, which may require overnight stays, on some occasions.

Ideally candidates will have some background working within the water or flood risk management sectors, however we recognise that this role may attract candidates from across a variety of environmental disciplines, which we are happy to consider. Applicants will have a degree in an environmental subject, work experience and ideally some experience of protected species surveys, the construction industry and an understanding of protected species/protected sites legislation. All this would be very useful but training will be provided to the ideal candidate.

Prospective applicants need to be bright, inquisitive, and enthusiastic individuals with a willingness to learn about the water level management industry. Above all the candidate must be a practical, pragmatic individual with a positive, "can do" attitude, be prepared to take on new challenges and be a very hard worker. The applicant must also have exemplary report writing skills and be able to produce concise and detailed reports and documentation to a very high standard. The role will be very varied; both in the office and in the field and the applicant should be prepared to embrace all new challenges head on with a pleasant disposition and a good sense of humour.

The appointment offers a competitive salary depending on qualifications and experience, together with access to the Local Government Pension Scheme, BUPA Private Health Care, generous leave entitlement (24 days holiday (rising to 29 over 5 years) plus Bank Holidays), Car allowance, business mileage and mobile phone will be provided for business.

For more information about the WMA and this position please see the job description and person specification below. Please also feel free to contact Caroline Laburn, Environmental Manager on 07880728389 or email caroline.laburn@wlma.org.uk with any questions regarding the opportunity.

To apply, please send your **CV** and a **detailed, covering letter; demonstrating why you would like the role and what relevant skills, experience and qualities you will bring to the position** to caroline.laburn@wlma.org.uk or alternatively by post to the WMA Main Office at: Water Management Alliance, Pierpoint House, Horsley's Fields Industrial Estate, King's Lynn, PE30 5DD, Norfolk (FAO: Caroline Laburn).

The closing date for receipt of applications is **25th March 2024**.

We very much look forward to receiving your application.

Job Description

Job Title:	Assistant Environmental Officer
Job Description no.	EnvTeam/005
Team/Section:	Environmental Team
Department:	WMA Technical Support
Location:	Pierpoint House, King's Lynn, Norfolk (Office based), Travel will also be expected to be undertaken regularly to all WMA board areas. Business mileage + Car Allowance provided. Overnight stays may be required occasionally.
Responsible to:	Environmental Manager
Responsible for:	No line management responsibilities
Grade/Salary:	£26,000 to £30,000 (dependent upon experience)
Duration	Full time, Permanent
Employer:	King's Lynn IDB trading as the Water Management Alliance

Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards ("IDBs") operating mostly 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 Environmental Team- work alongside the Engineers, Technical, Operational, Capital Delivery and Sustainable Development Teams to provide ecological advice and support, to facilitate the delivery of maintenance and capital schemes and to provide comments on ecological aspects of planning/consenting activities. We consult with statutory bodies, NGOs, Contractors, Consultants and the wider public in the areas of assenting, fostering positive relationships and promoting partnership working throughout the WMA. We produce environmental policy documentation and enhance conservation through policy and Biodiversity Action Plan delivery and involvement in IDB capital schemes. We ensure compliance with legislation and monitor and evaluate our environmental progress and compliance via our ISO 14001 Quality Management System.

As an **Assistant Environmental Officer**, you will be directly supporting the WMA's Environmental Manager and the Environmental Team, in undertaking the day-to-day routine paperwork, surveys and management of the environmental and ecological activities of all the WMA Boards.

Providing Environmental Support

Helping the Environmental Manager to provide ecological, technical and administrative support to all the Operational and Project Delivery teams throughout all Boards of the WMA in the following areas:

- Ensuring that operations are carried out in line with the Boards Standard Maintenance Operations (SMOs).
- Undertaking pre-construction ecological scoping and/or surveys for drain maintenance activities or for capital schemes.
- Helping to facilitate the delivery of targeted maintenance practices throughout all the Boards areas.
- Helping to facilitate the delivery of river and watercourse restoration projects within the Board's catchment areas; overseeing projects, liaising with contractors and acting as an Ecological Clerk of works where required.
- Obtaining assent from Natural England or producing HRAs, and other permits, prior to undertaking works or capital schemes in or near protected sites.
- Liaising with external bodies such as EA, NE, Contractors, Consultants, NGOs and local interest groups as required to facilitate project delivery and foster positive relationships.
- Obtaining consents from the Environment Agency and other authorities as and required for maintenance activities or capital schemes.
- Liaising regularly with all teams and contractors in all WMA drainage districts, regarding environmental matters and undertake regular SMO audits.
- Ensuring teams can identify non-native invasive species and operate appropriate biosecurity measures.
- Obtaining licences for various uses such as: for the use of herbicides in or near water, for transporting controlled waste and waste exemptions as required. Accurately recording this information and ensure expiry dates are recorded in the WMA calendar.
- Ensuring compliance with the ISO 14001 environmental quality standard across the WMA; carrying out periodic environmental audits and maintaining the appropriate records. Monitoring environmental performance and investigating complaints and ensuring compliance with Ecological Risk Assessments throughout the WMA boards.
- Undertaking environmental monitoring using YSI monitoring equipment whilst ensuring the equipment is cleaned and calibrated.
- Providing Environmental Toolbox talks and PowerPoint presentations to technical and operational staff on environmental topics as required.
- Contributing to the delivery and reporting of BAP projects and liaising with budget holders to this end. Some input into the monitoring and preparation of BAP budgets will also be required.
- Contributing to the preparation of and/or commenting on IDB maintenance programmes and liaising with the catchment management teams where required.
- Ensuring that work programmes are designed and timed to be undertaken appropriately within the remit of the Environmental legislation.
- Liaising with the Sustainable Development Teams, to inform on environmental matters impacting the consenting process for byelaw or planning applications.
- Applying for consent to undertake works on or near Public Rights of Way as necessary.
- Dealing with queries, undertaking routine correspondence and liaising with the general public.
- Organising meetings and preparing minutes of meetings as and when required.
- Commenting on notices of entry for maintenance operations and capital works in conjunction with the engineering and ICT teams.

Reporting

- Contributing to the preparation of the Environmental Report for each Board / Board Committee Meeting.
- Contributing to the reviewing, monitoring and updating of WMA and IDB policy documents such as: Environmental Policy, SMOs, Licences, Water Level Management Plans, Biodiversity Action Plans, briefing notes etc.
- Producing WFD assessments, Environmental Audits, other ad hoc reports and providing information as required upon request.
- Investigating and reporting on environmental non-compliance.

Adhering to WMA Policy and Health and Safety

- Adhering to all WMA policies, the Staff Handbook and Health and Safety Policy.
- Promoting a positive Health and Safety ethos by individual actions and toward all other staff members.
- Complying with all Environmental Team General Risk Assessments and any other GRAs as specified by the Environmental Manager, Board H&S Officer, Site Safety Officer or Project Manager.
- Complying with, construction site / capital scheme health and safety requirements and risk assessments as instructed by site induction and the Site Safety Officer.
- Sharing Health and Safety issues and Near - Miss information with the Environmental Manager and Board Health and Safety Officers for the benefit of all colleagues within the WMA.
- Ensuring that the work carried out on a site is done safely, competently and in accordance with each Board's procedures, policies, standards and terms of consent.

Other Requirements and Duties

- Maintaining filing and administrative systems, as required.
- Liaising with the ICT to maintain the integrity of all data relating to each Board.
- Keeping knowledge current and up to date, by way of continuous professional development (CPD) and training. Time and access to training courses relevant to the needs of the WMA Boards will be provided, however you may be expected to invest a significant amount of your own time as well where Chartership is being sought. All training and time permitted for training must be agreed beforehand with the Environmental Manager.
- Responding at times of emergency as and when necessary or required.
- Undertaking any other duty that may reasonably be required within the role as Environmental Assistant and understanding that the list of duties outlines above is not exhaustive.

Person Specification

Qualifications

Essential

- BSc/MSc Degree in an Environmental discipline.
- 1-3 years experience in the workplace.

Desirable

- A CSCS card for site and construction work.
- 1-3 years work experience in the field of watercourse management, river restoration, ecology, conservation and/ or carbon management.

Experience

Essential

- Must have exemplary report and document writing skills and demonstrate attention to detail.
- Must be able to produce reports and written documentation to tight deadlines and to a very high standard. **Examples of written work will be required to be demonstrated at the interview stage.**
- Must be prepared to undertake training in protected species surveying.

Desirable

- Experience of undertaking Protected Species Survey (Water voles, reptiles, bats, badgers).
- An understanding of protected species, protected sites and legislation.
- A knowledge of the legislative requirements surrounding the field of watercourse management.
- Experience of producing Habitats Regulation Assessments.
- Experience of acting as an Ecological Clerk of Works.
- Experience of working closely with machine operatives.
- Experience of managing a carbon reduction strategy.
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Skills /Knowledge

Essential

- Must hold a full/valid UK driving licence and be prepared to travel to, from and within all WMA board districts for the purpose of Board business.
- Must be personable, confident, have excellent interpersonal, spoken communication and diplomacy skills and be a team player.
- Must be a facilitator and be able to work effectively with internal and external parties or agencies to resolve problems, negotiate outcomes and provide solutions.
- Must be a practical, pragmatic, "hands on" individual that is keen to learn/undertake all aspects of the role.
- Must be able to work effectively using initiative and be a very hard worker.
- Must be calm and patient and able to prioritise sometimes heavy workloads to tight deadlines.
- Must have good organisational skills.
- Must be able to read a map.
- Must have excellent timekeeping, be prompt and have positive outlook on the day.
- Must be able to use Computer Software such as; Microsoft Outlook, Excel, Word, PowerPoint.

Desirable

- Have good spoken presentation skills.
- Be able to read and interpret scaled drawings and plans

Other Job Information (e.g. any special factors or constraints)

- You must be physically fit and be able to swim. You must be able to walk around and access watercourse and drainage catchments during survey work and be prepared to undertake this, sometimes in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation growth.
- On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Water Management Alliance and its member Board's 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 on 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.

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:	Caroline Laburn
Position:	Environmental Manager (WMA)
Date:	04/03/2024