



Pevensey and Cuckmere

Water Level Management Board

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD IS LOOKING TO RECRUIT A FLOOD AND WATER OFFICER ANNUAL SALARY: £45K TO £50K PA, PLUS ATTRACTIVE BENEFITS PACKAGE

An exciting opportunity has arisen for the appointment of a Flood and Water Officer for the Pevensey and Cuckmere Water Level Management Board, in association with the Water Management Alliance and East Sussex County Council. The Board is responsible for controlling water levels across some [7,500 hectares of East Sussex](#), situated in and around Eastbourne. Although the Board's entire area is at considerable theoretical risk of river flooding and inundation from the sea, the actual risk is substantially reduced by the work that we do in partnership with East Sussex County Council, Local Planning Authorities, the Environment Agency, Natural England and local community groups.

As one of our Flood and Water Officers you will be responsible to the Board's Flood and Water Manager but embedded in the Lead Local Flood Authority (LLFA) office at County Hall, Lewes. In this role you will be in the advantageous position of working closely with an established and experienced team within the LLFA to ensure that development is carried out sustainably within the Pevensey and Cuckmere Water Level Management Board's District and its upland catchment areas, and that developers pay the contributions and commuted sums due for any development which would otherwise affect the efficient working of the drainage and water level management systems across the County. You will also be responsible for ensuring that all planning applications comply with the Board's Byelaws and the County's Local Flood Risk Strategy.

You should have, or be working towards a water level management qualification and have some relevant experience, preferably within a Lead Local Flood Authority, Local Planning Authority or working in a technical/engineering role within another Risk Management Authority or the wider Water Industry. You will have sound interpersonal and communication skills and be able to work effectively within a small technical support team in Lewes, East Sussex, liaising constructively with Local Authority Planners and developers.

The appointment offers a competitive salary depending on qualifications and experience, together with access to BUPA and the Local Government Pension Scheme, and, crucially you will have the opportunity to progress your role as the business develops, moving forward. Applications from those looking to work part-time will also be considered.

For more information about this position please visit our website: www.wlma.org.uk or contact Graham Brown (WMA Flood and Water Manager) on +44(0)7733 105048 or Nick Claxton (ESCC, Flood and Water Manager) on +44(0)1273 481407. An application pack can be downloaded from our website:

https://www.wlma.org.uk/uploads/PCWLMB_Flood_and_Water_Officer_Application_Pack.pdf and the closing date for receipt of applications is noon on 28 March 2018. Please return your completed application by email to info@wlma.org.uk or alternatively to the Board's admin. office at Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH, Norfolk. We look forward to receiving your application.

JOB DESCRIPTION

Job Title: Flood and Water Officer

Department: WMA Technical Support

Reporting to: Flood & Water Manager (WMA)
and LLFA Line Manager

Responsible for: No line management responsibilities

Location: Lewes, East Sussex

Grade: N/A

Salary: Competitive

Key purpose:

This challenging and varied position focuses on safeguarding the Board's interests and those of its partner, East Sussex County Council, with regard to new development, water level management and flood risk within the Drainage District and upland catchment. This will involve scrutinising drainage designs as part of planning applications, influencing local planning policy, processing applications for discharge consent, securing surface water development contributions and commuted sums, adopting SuDS features and undertaking enforcement action to ensure the efficient working of the drainage/water level management system and mitigating local flood risk.

Qualifications:

The successful applicant will have a relevant degree and ideally be working towards achieving one of the following qualifications:

1. Chartered member of the Institute of Civil Engineers (MICE)
2. Member of the Chartered Institute of Water and Environmental Management (MCIWEM).

Skills:

1. Must hold a full/valid UK driving licence.
2. Must have excellent Interpersonal, communication and diplomacy skills.
3. Must be able to work well with others at all levels both internally and externally to protect both the Board's and, where appropriate, the LLFA's interests arising from development.
4. Must be able to prioritise and organise workloads to meet deadlines and to remain calm under pressure.
5. Must be familiar with the planning system and fully understand how to apply the Board's byelaws and policies to regulate and control activities in and alongside the drainage infrastructure.

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6. Must have a basic understanding of Flood and Coastal Erosion Risk Management and Land Law and be able to draft legal documents for the Chief Executive accurately and at speed, along with registering various charges with the Land Registry where appropriate.
7. Must be able to read/prepare scaled maps and understand the drawings and plans prepared by developers.
8. Must have well developed report writing, letter writing and presentation skills.
9. Must be able to use Computer Software such as Microsoft Access, Excel, Word and Internet Explorer and ArcView GIS.
10. Must have a sound technical knowledge of SuDS design, hydraulic principles, a good understanding of hydrology and river modelling principles and a familiarity with drainage design software such as Micro-drainage.

Experience:

1. The successful applicant will have some experience working in a technical role within the Water Industry or in a similar regulatory role with a local authority, the Environment Agency or other public body.
2. The successful candidate will have an understanding of the structure of local government and of working within the democratic process.
3. The successful applicant will ideally have some experience liaising and corresponding with developers and the general public.
4. The successful applicant will ideally have some experience liaising, corresponding and registering various restrictions with the HM Land Registry.

Main Duties (to be undertaken in consultation with East Sussex County Council as the Lead Local Flood Authority where necessary):

Planning

1. Liaising with the constituent Local Planning Authorities regarding individual planning applications, influencing local development plans and assessing local drainage strategies.
2. Ensuring that all relevant planning applications are considered and responded to in accordance with the deadlines that are imposed by Planning Authorities.
3. Liaising with developers and their agents with regard to the Board's requirements, and discussing all potential methods of surface water disposal from a development.
4. Maintaining accurate records of all planning applications reviewed and otherwise dealt with.

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Board Meetings

5. Determining items to be included in the Planning Reports for consideration by the Board, in accordance with the schedule of reserved matters and scheme of delegation.
6. Drafting the Planning Report for Board meetings and providing sufficient information for Members consideration.
7. Presenting Planning Reports to Board meetings, as and when required.

Applications for Byelaw Relaxations

8. Applying the Board's policies to all applications for Byelaw relaxations and responding to applicants accordingly.
9. Informing applicants of the Board's decision and any conditions which must be complied with.
10. Checking specified consent conditions are actually met on site.

Legal Agreements

11. Preparing Deeds of Indemnity and Deeds of Covenant to cover relaxations of the Board's Byelaws.
12. Preparing and issuing Licences to Local Authorities or Utilities carrying out work which affects the maintained drainage infrastructure.

Byelaw Enforcement

13. Investigating reports/complaints of Byelaw infringements, and determination of any retrospective applications for consent, following guidance from the Board.
14. Issuing official notices to instigate legal proceedings, following discussions with the Chief Executive and compiling all information required to support the Board's case.
15. Enforcing Byelaws on behalf of LPAs and the LLFA should they request this, on a rechargeable basis.

Applications for Consent

16. Calculating all fees due in conjunction with piping of an adopted watercourse, in accordance with the Board's charging policy.

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17. Determining applications for consent to discharge surface water to a watercourse or via SuDS, and calculation of all appropriate Development Contributions, Commuted Maintenance and Wayleave fees.
18. Responding to applications seeking consent to alter privately-maintained watercourses.
19. Issuing consent for land tile outfalls into Board-maintained drains.
20. Issuing consent to discharge treated foul water to a Board-maintained drain.

HM Land Registry

21. Liaising with HM Land Registry regarding registration of Board's land.
22. Ensuring access strips adjacent to Board's watercourses are transferred to the Board by developers where appropriate.
23. Registering the restrictions contained in Deeds of Indemnity against the Title Number of properties that are granted Byelaw relaxations.

Flood Risk Assessments

24. Providing information requested with regard to Flood Risk Assessments or capacity of Board-maintained drainage infrastructure.

Asset Enquires and Legal Searches

25. Responding to enquires from Solicitors, Authorities, Utilities and Private Contractors regarding the Board's assets (infrastructure and land).
26. Responding to general drainage enquiries from other interested parties.

Health and Safety

27. Ensure Health and Safety is paramount at all times.
28. Actively promote and achieve Health and Safety objectives.
29. Discuss and share Health and Safety issues with your line manager and colleagues at all times.

General

30. Liaising with the Technical Support and Ops Delivery teams, and the Lead Local Flood Authority, to ensure that development within the Drainage District and upland

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catchment is carried out in accordance with the Byelaws, Planning policies and Local Flood Risk Strategies.

31. Liaising with the Technical Support and Ops Delivery teams and constituent Councils regarding applications for the piping of private watercourses and granting consent for work.
32. Liaising with the Technical Support and Ops Delivery teams for consenting applications to outfall land tile schemes into adopted watercourses.
33. Liaising with the Technical Support and Ops Delivery teams for issuing licences to utilities to allow them to carryout works within the 9 metre Byelaw zone.
34. Liaising with the WMA Environmental Officer and the LLFA to ensure that all environmental issues are considered as part of the planning/byelaw application/enforcement process.
35. Keeping knowledge current and up to date, by way of continuous professional development (CPD). Time and access to relevant training courses will be provided, however you will be expected to invest a significant amount of your own time as well.
36. Carrying out specific projects and research, as required.
37. Any other duties that may reasonably be required.

This list of duties is not exhaustive.

APPLICATION FORM

WMA

POSITION APPLIED FOR: Flood and Water Officer

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Contact Tel. No:			Mobile Tel No.
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Have you ever worked for this business before?			YES/NO
If YES, please give full details			
Have you applied for employment with this business before?			YES/NO
Do you need a work permit to take up employment in the U.K.?			YES/NO
How much notice are you required to give to your current employer?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for Leaving:			
Length of Service:	From:	To:	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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PRE – EMPLOYMENT MEDICAL QUESTIONNAIRE

Full Name:

Address:

Contact No:

We will not contact your doctor without your prior written consent.

1. How many days' absence have you had from work in the last three years?	Days
2. Are you currently on medication (excluding contraceptives)? If YES please give further details.	YES/NO
3. Have you spent time in hospital in the last three years? If so, why?	YES/NO
4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? If YES, please give further details.	YES/NO
5. Do you consider yourself to have a disability? If YES, please give further details.	YES/NO

Data Protection Notice:

The Board requires certain information before you start employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Disability Discrimination act 1995.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

I confirm that the information given in this Questionnaire is complete and accurate to the best of my knowledge. I consent to the Board collecting and retaining this data in accordance with the Data Protection act 1998.

Signature:

Date: