



**WATER MANAGEMENT ALLIANCE (EASTERN)
ARE LOOKING TO RECRUIT: PLANNING/ENFORCEMENT OFFICER
ANNUAL SALARY: COMPETITIVE, PLUS ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen for the appointment of a Planning/Enforcement Officer for the Water Management Alliance (Eastern) Internal Drainage Boards. The Boards are responsible for controlling water levels across some 47,500 hectares of England, situated in and around the Broads in East Anglia. The area is home to around 70,000 people, a thriving local economy and a hugely popular tourist destination that attracts visitors from around the globe. Although the 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 Local Authorities, the Environment Agency, Natural England and local Community Groups.

As the Planning/Enforcement Officer you will be responsible to the Chief Planning Officer for ensuring that development is carried out sustainably within the Boards' Drainage Districts and 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 systems. You will also be responsible for ensuring that all planning applications comply with the relevant Board's Byelaws. You will also be required to provide planning/enforcement advice and support to the Pevensey and Cuckmere Water Level Management Board, located in East Sussex, as and when required.

You should have, or be working towards an RTPI qualification and be an experienced Planning Officer, preferably within a Local Planning Authority or other Risk Management Authority, or have experience working in a technical/engineering role within the Water Industry. You will have sound interpersonal and communication skills and be able to work effectively within a small technical support and engineering team, and liaise effectively 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. Applications from those looking to work part-time will also be considered.

For more information about the WMA and this position please visit our website: www.wlma.org.uk or contact Phil Camamile (Chief Executive) on +44(0)7841 571251. An application pack can be downloaded from our website:

[https://www.wlma.org.uk/uploads/WMA_\(Eastern\)_Planning_Officer_Application_Pack.pdf](https://www.wlma.org.uk/uploads/WMA_(Eastern)_Planning_Officer_Application_Pack.pdf) and the closing date for receipt of applications is noon on 29 September 2017. Please return your completed application by email to info@wlma.org.uk or alternatively to the Board's 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: Planning and Enforcement Officer
(WMA Eastern)

Department: Technical Support team

Reporting to: Chief Planning Officer

Responsible for: No line management responsibilities

Location: Norfolk and Suffolk

Grade: N/A

Salary: Competitive

Key purpose:

The Planning and Enforcement Officer will provide advice and support to the Chief Planning Officer and Technical Support teams on all planning and enforcement matters. The key purpose of this position is to ensure that development is carried out sustainably within the Boards' Drainage Districts and 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 systems.

Qualifications:

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

1. Chartered Town Planner (MRTPI).
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 the Boards' interests arising from development.
4. Must be a cool, calm and patient individual able to manage stress and a heavy work load.
5. Must have sound technical ability as a Planner and fully understand how to apply the Boards' byelaws and policies to regulate and control activities in and alongside the drainage infrastructure.
6. Must have a basic understanding of FCERM and Land Law and be able to draft legal documents for the Chief Executive accurately and at speed.

JOB DESCRIPTION

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. A knowledge of SuDS, hydraulic principles and the micro-drainage programme would be an advantage.

Experience:

1. The successful applicant will have a minimum of 3 years' experience working in a technical role within the Water Industry or as a Planning Officer in the Planning department for a Local Planning Authority.
2. The successful applicant will ideally have a minimum of 3 years' experience liaising and corresponding with developers and the general public.
3. The successful applicant will ideally have a minimum of 3 years' experience liaising, corresponding and registering various restrictions with the HM Land Registry.

Main Duties:

Planning

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

Board Meetings

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

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Applications for Byelaw Relaxations

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

Legal Agreements

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

Byelaw Enforcement

12. Investigating reports/complaints of Byelaw infringements, and determination of any retrospective applications for consent, following guidance from the Boards.
13. Issuing official notices to instigate legal proceedings, following discussions with the Chief Executive and compiling all information required to support the Board's case.

Applications for Consent

14. Calculating all fees due in conjunction with piping of an adopted watercourse, in accordance with each Board's charging policy.
15. 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.
16. Responding to applications seeking consent to pipe or fill a privately-maintained watercourse.
17. Issuing consent for land tile outfalls into Board-maintained drains.
18. Issuing consent to discharge treated foul water to a Board-maintained drain.

HM Land Registry

19. Liaising with HM Land Registry regarding registration of Board's land.

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20. Ensuring access strips adjacent to Board's watercourses are transferred to the Board by developers.
21. Registering the restrictions contained in Deeds of Indemnity against the Title Number of properties that are granted Byelaw relaxations.

Flood Risk Assessments

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

Asset Enquires and Legal Searches

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

Health and Safety

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

General

28. Liaising with the Technical Support and Ops Delivery teams, and the Lead Local Flood Authorities, to ensure that development within the Drainage Districts and upland catchments is carried out in accordance with the Byelaws, Planning policies and Local Flood Risk Strategies.
29. 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.
30. Liaising with the Technical Support and Ops Delivery teams for consenting applications to outfall land tile schemes into adopted watercourses.
31. 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.
32. Liaising with the Environmental Officer to ensure that all environmental issues are considered as part of the planning/byelaw application/enforcement process.

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33. 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.
34. Carrying out specific projects and research, as required.
35. Any other duties that may reasonably be required by the Catchment Engineer or the Chief Executive.

This list of duties is not exhaustive.

APPLICATION FORM

WMA (EASTERN)

POSITION APPLIED FOR: Planning/Enforcement 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:

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