



**WATER MANAGEMENT ALLIANCE
ARE LOOKING TO RECRUIT: ASSISTANT FLOOD AND WATER OFFICER
ANNUAL SALARY: £22,000 to £26,000 PLUS ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen for an Assistant Flood and Water Officer to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). As an Assistant Flood and Water Officer you will be part of the WMA's Planning Team and will be responsible to the WMA Group's Flood and Water Manager. You will assist and support team members to ensure that development is carried out sustainably within the Boards' Drainage Districts and upland catchment areas, supporting the efficient working of the drainage/water level management systems in order to mitigate local flood risk.

The 5 WMA Member IDBs are responsible for controlling water levels across some 150,000 hectares of England, situated in and around South Lincolnshire, Norfolk and East Suffolk. 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.

We recognise that this role may attract candidates from across a number of disciplines and as such would encourage candidates to submit applications if they meet the following criteria:

- A minimum of 5 GCSE's (or equivalent qualifications) including maths.
- Ability to prioritise and organise workloads to meet deadlines.
- Remain calm under pressure.
- Good written communication skills (including report and letter writing).
- Good spoken communication skills (including presentation skills and interpersonal communication).
- Ability to competently use computer software such as Microsoft packages (Access, Excel, Word and Outlook).
- Ability to work well with others at all levels (both internally and externally).
- A full and valid UK driving licence.

The appointment offers a competitive salary depending on qualifications and experience, together with access to BUPA and the Local Government Pension Scheme, and the opportunity to progress as the business develops. 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 Graham Brown (Flood and Water Manager) on +44(0)7733 105048. An application pack can be downloaded from our website: https://www.wlma.org.uk/uploads/WMA_Assistant_Flood_and_Water_Officer_Application_Pack.pdf. The closing date for receipt of applications is noon on 23rd September 2019.

Please return your completed application by email to planning@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 template
Form HR.01

Job title:	Assistant Flood and Water Officer (WMA)
Job Description No.:	002-WMA
Team/Section:	Planning Team
Department:	WMA Technical Support
Location:	King's Lynn & Martham, Norfolk Holbeach, Lincolnshire
Responsible to:	Flood and Water Manager (WMA)
Responsible for:	No line management responsibilities
Grade/Salary:	£22,000 to £26,000 (dependent upon Qualifications and Experience)
Employer:	King's Lynn IDB trading as the Water Management Alliance
Effective date:	21 August 2019

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 **Planning Team** within the Water Management Alliance use each Board's permissive powers (under the Land Drainage Act 1991 and the Board's Byelaws) to regulate works on, or affecting, the watercourses within their Internal Drainage Districts. The Planning Team also advises Local Planning Authorities by commenting on planning applications within (or near to) each Board's District. The aim of this activity is to ensure that new developments will not increase flood risk within the Internal Drainage District and that applicants are aware of the Board's regulatory controls and requirements.

As an Assistant Flood and Water Officer you will be supporting the WMA Group's Flood and Water Officers and Manager in meeting the team's **key purpose** of ensuring that development is carried out sustainably within the Boards' Drainage Districts and upland catchment areas, and ensuring the efficient working of the drainage/water level management systems in order to mitigate local flood risk.

Principal Accountabilities

Planning

- Maintaining accurate records of all planning applications reviewed and processed using the team case file register and email inbox.
- Liaising with the Local Planning Authorities regarding individual planning applications and assessing local drainage strategies.
- Liaising with developers and their agents with regard to the WMA's requirements (including enforcing the Board's byelaws).
- Support the provision of information requested with regard to Flood Risk Assessments or capacity of Board-maintained drainage infrastructure.

Consenting and Enforcement

- Maintain accurate records of all regulatory and legal cases received and processed by the team using the team case file register and team email inbox.
- Support the application of our policies to all applications for Byelaw consents, relaxations and exemptions allocated to you and respond to applicants accordingly. This includes the application of relevant conditions of consent that secure Surface Water Development Contributions, Commuted Maintenance Fees, Wayleave fees, Deeds of Indemnities and drainage improvements.
- Support the preparation of Licences, Deeds of Indemnity and Deeds of Covenant to cover relaxations of the Byelaws.
- Liaising with HM Land Registry regarding registration of existing and newly acquired Board land and the registration of restrictions associated with consents.

Enquiries and other duties

- Maintain accurate records of all general drainage enquiries received by the team from external customers such as developers, their agents and other interested parties including public authorities and the general public. Respond to those enquiries allocated to you as directed by the Flood and Water Manager.
- Liaising with internal customers such as the WMA Technical Support and Operational Delivery teams and constituent Councils to ensure ongoing cooperation and efficiency of flood risk management and regulation.
- Ensuring Health and Safety is paramount at all times and that Health and Safety objectives are promoted and achieved.
- Keeping knowledge current and up to date, by way of continuous professional development (CPD). Time and access to relevant training courses will be provided.
- Carrying out specific projects and research, as required.
- Any other duties that may reasonably be required.

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

- 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 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.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> A minimum of 5 GSCE's (or equivalent qualifications) including maths. 	<ul style="list-style-type: none"> A relevant degree in an engineering, geographical or water management-related subject. Working towards professional accreditation
Experience	
Essential	Desirable
<ul style="list-style-type: none"> No previous experience required 	<ul style="list-style-type: none"> A years experience working within the Water Industry or with a Local Authority, the Environment Agency or other public body such as a Lead Local Flood Authority ("LLFA") An understanding of the structure of local government and of working within a democratic process
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure. Good written communication skills (including report and letter writing). Good spoken communication skills (including presentation skills and interpersonal, communication). Ability to competently use computer software such as Microsoft packages (Access, Excel, Word and Outlook). Ability to work well with others at all levels both internally and externally. A full and valid UK driving licence. 	<ul style="list-style-type: none"> A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping. An understanding of the planning system. An understanding of Flood and Coastal Erosion Risk Management (FCERM). An understanding of GIS software. The ability to interpret and apply technical information (e.g. British Standards, Codes of Practice, technical reports and plans).

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:	Graham Brown
Position:	Flood and Water Manager (WMA)
Date:	21/08/2019

APPLICATION FORM

WMA

POSITION APPLIED FOR: Assistant 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.		
Email:			
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 2018 and the General Data Protection Regulation 2018.

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 Equality Act 2010.

The information you provide is collected and processed under lawful basis under the General Data Protection Regulation (GDPR) 2018, Article 6(1)(b) – Contract; and Article 9(2)(b) – Employment; the Data Protection Bill Sch.1, Pt.1, 1 – employment. You have the rights to access and rectify the data. The data will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 2018 and the GDPR 2018.

The information given in this Questionnaire is complete and accurate to the best of my knowledge. I understand the Data Protection conditions whereby the Board are collecting, processing and retaining this data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.

Signature:

Date:

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