



**WATER MANAGEMENT ALLIANCE  
IS LOOKING TO RECRUIT: CHIEF EXECUTIVE'S PA (WMA GROUP)  
ANNUAL SALARY: £35,000 to £45,000 PLUS ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs) based in King's Lynn. As the Chief Executive's PA you will be part of the WMA's Administration Team and will report directly to the WMA Group's Chief Executive. As the Chief Executive's PA you will be responsible to the Chief Executive for providing administrative support services to the WMA Group and its Member Boards. This includes drafting minutes, dealing with day to day secretarial, HR and governance matters, assisting with managing risk and compliance across the business, assisting with managing IDB elections, delivering members services to elected and appointed Board members, providing the Chief Executive with PA Support, line managing Business Support Officers and deputising for the Chief Executive as and when required.

The WMA Member IDBs are responsible for controlling water levels across some 155,000 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.

You will most likely be a qualified PA, HR or governance professional with a successful track record in either the private or public sector. You will be passionate about providing great public services and will have a healthy respect for local democracy and accountability.

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

For more information about the WMA Group, its Member Boards and this position please visit our website: [www.wlma.org.uk](http://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\\_CEOs\\_PA\\_Job\\_Application\\_Pack.pdf](https://www.wlma.org.uk/uploads/WMA_CEOs_PA_Job_Application_Pack.pdf). The closing date for receipt of applications is 12 noon on 29 November 2019.

Please return your completed application by email to [phil@wlma.org.uk](mailto:phil@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.

07 November 2019

Job Description template  
Form HR.01

<b>Job title:</b>	CEO's PA (WMA Group)
<b>Job Description No.:</b>	005-WMA
<b>Team/Section:</b>	CEO's Business Support Team
<b>Department:</b>	WMA Administration
<b>Location:</b>	King's Lynn, Norfolk
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Business Support Officers (WMA)
<b>Grade/Salary:</b>	£35,000 - £45,000 (dependent upon Qualifications and Experience)
<b>Employer:</b>	King's Lynn IDB trading as the Water Management Alliance
<b>Effective date:</b>	31 October 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 water levels within areas of special drainage need in England. Each IDB has permissive powers to undertake water level 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 **CEO's Business Support Team** within the Water Management Alliance undertakes a variety of support functions. These functions include the provision of member services to support the elected and appointed members of each Board within the group and the provision of support to the Chief Executive and District Offices.

As the CEO's PA you will be responsible to the Chief Executive for providing administrative support to the WMA Group and its Member Boards. This includes the drafting of minutes, dealing with day to day secretarial, HR and governance matters, assisting with managing risk and compliance, assisting with managing IDB elections, delivering members services to elected and appointed Board members, and line managing Business Support Officers.

## Principal Accountabilities

### Member Services

- Oversee and manage all aspects of the Board/Board Committee, Consortium and Chief Executive meetings (approximately 50 meetings per annum). Ensure that accurate minutes are drafted within one week of all meetings.
- Manage all aspects of members services including elections, the maintaining of lists of Board members, their contact details and declarations of interest. This involves the supporting of approximately 152 Board/Committee members.
- Ensure the Chief Executive is well-prepared for meetings requiring their attendance.
- Attend meetings with the Chief Executive to take notes or minutes at meetings, or to provide general assistance during presentations.

### Business Management and Administration

- Provide PA services to the CEO and deputise for the CEO as and when required.
- Help manage risk and compliance across the business, as directed.
- Ensure that Business Support and Administration services are in place to provide appropriate support to WMA staff as well as internal and external customers. This includes the management of the organisations initial points of contact such as the manning of reception and telephones, the processing of post as well as principal email inboxes.
- Oversee the day to day tasking of staff to cover administration activities such as the processing of outgoing post and the issue of staff ID cards.
- Oversee and manage any specific projects, research or service improvement initiatives relevant to the Co Secretarial, CEO's Business Support Team role and functions or as instructed by the Chief Executive.
- Maintain a WMA Policy Register and make sure that all policies and procedures are reviewed and updated at the appropriate time.
- Work with office leads and the Group's Finance and Rating Manager to consolidate, review and negotiate service and supply contracts across all WMA offices. This includes utility provisions such as Broadband, Telephones, Waste Collection Electricity, Water, Hygiene services etc.
- Manage the provision of the Group's Insurance cover including the negotiation of policy renewals. This work area also includes the management of in-year changes to policies as well as response to, and management of, insurance claims against or by the relevant Board.

### General

- Produce documents, briefing papers, reports and presentations.
- Take dictation and draft ad-hoc minutes.
- Line manage staff delivering Member Services and Business Support.
- The principal accountabilities outlined above are not exhaustive and you may be asked to undertake any other duties that may reasonably be required by the Chief Executive.

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

- On occasion the post holder may be expected to work outside of 'normal' office hours to meet short term deadlines.
- 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.
- You will be expected to keep your 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 may be expected to invest a significant amount of your own time as well.
- You are expected to ensuring Health and Safety is paramount at all times and

that Health and Safety objectives are promoted and achieved.

- You will be required to travel to and work from any of the District Offices within the Water Management Alliance, as instructed.
- 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.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A relevant degree in a legal, secretarial, HR, business management, administration, environmental or technical, related subject, or a relevant professional qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant professional qualification (legal, co. secretarial, business management or administration).</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A minimum of 3 years experience working as a senior administrator, a legal executive or governance professional.</li> <li>• Have a track record of effectively managing people including in-house staff and consultants.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the Water Industry.</li> </ul>
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Effective minute taking skills are essential.</li> <li>• Must have excellent organisational skills.</li> <li>• Must have good clerical and administrative skills.</li> <li>• Ability to prioritise and organise workloads to meet deadlines, to remain calm under pressure.</li> <li>• Ability to work independently.</li> <li>• Well-developed written communication skills (including report and letter writing).</li> <li>• Well-developed spoken communication skills (including interpersonal communication diplomacy and negotiation skills).</li> <li>• A methodical approach to work, demonstrating an attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• A general understanding of Flood and Coastal Erosion Risk Management (FCERM) including land drainage and water level management.</li> <li>• A general knowledge of Internal Drainage Boards and the work of the Water Management Alliance group including the organisation's aims and objectives as well as its key personnel, members and partners.</li> <li>• A good general knowledge of the geographical area covered by the Water Management Alliance.</li> </ul>

<p>as well as an accuracy in record keeping.</p> <ul style="list-style-type: none"> <li>• Excellent computer software skills using Microsoft packages (Access, Excel, Word, Outlook) including knowledge of a range of office software packages.</li> <li>• Ability to work well with others at all levels both internally and externally.</li> <li>• A full and valid UK driving licence.</li> <li>• Possess traits such as integrity, reliability and tactfulness.</li> <li>• An understanding of confidentiality issues and use of discretion.</li> </ul>	
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#### **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:	Phil Camamile
Position:	Chief Executive (WMA Group)
Date:	28 October 2019

# APPLICATION FORM

## WATER MANAGEMENT ALLIANCE (WMA)

**POSITION APPLIED FOR:** CEO's PA (WMA Group)

**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.	
E-mail:			
Full Driving Licence:		YES/NO	Endorsements:
* 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:
Email:	Email:
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 will be treated in the strictest confidence and used only for the purposes detailed above, in compliance with the Data Protection Act 2018.

**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 2018.**

Signature:

Date: