



**WATER MANAGEMENT ALLIANCE
ARE LOOKING TO RECRUIT: DATA AND COMMUNICATIONS OFFICER
ANNUAL SALARY: £25,000 to £30,000 PLUS ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen for a Data and Communications Officer to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). As a Data and Communications Officer you will be part of the WMA's Chief Executives Team and will be responsible to the WMA Group's Data Manager. You will assist the Data Manager to maintain the integrity of all electronic records including the procurement, supply and distribution of all information in support of the WMA's member Board's needs and objectives, 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 and English.
- A minimum of 3 years experience managing data for a professional organisation.
- A minimum of 3 years experience working with geospatial/relational databases, intranets/extranets and office based software.
- 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 is for a full-time role but part-time will also be considered. The role 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.

For more information about the WMA and this position please visit our website: www.wlma.org.uk or contact Frances Bligh (Data Manager) on 01553 819600. An application pack can be downloaded from our website:

https://www.wlma.org.uk/uploads/WMA_Data_&_Comms_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 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 template
Form HR.01

Job title:	Data and Communications Officer (WMA)
Job Description No.:	004-WMA
Team/Section:	Chief Executive's Team
Department:	WMA Administration
Location:	King's Lynn, Norfolk
Responsible to:	Data Manager (WMA)
Responsible for:	No line management responsibilities
Grade/Salary:	£25,000 - £30,000 (dependent upon Qualifications and Experience)
Employer:	King's Lynn IDB trading as the Water Management Alliance
Effective date:	2 September 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 **Chief Executive's Team** within the Water Management Alliance Administration Department 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 PA support to the Chief Executive. The team also provide IT and data management services to all staff including those working within the WMA Administration Department, the WMA Technical Support Department and those employed by each member Board. Asset Management including the undertaking of visual inspections are also delivered across a number of Boards.

As our Data and Communications Officers you will be responsible to the WMA Group's Data Manager to meet the role's **key purpose** of maintaining the integrity of all electronic records including the procurement, supply and distribution of all information in support of the WMA's member Board's needs and objectives.

Principal Accountabilities

Data Protection & Data Requests

- Support the carrying out of periodic audits, the maintenance of appropriate records and liaise with the external ISO auditor to assist with compliance with the ISO 9001 quality standard.
- Provide information requested in accordance with the Freedom of Information Act 2000, GDPR and the Data Protection Act 2018, as directed by the Data Manager.
- Receive and manage data enquiries and data requests from third parties and public authorities such as DEFRA, EA, NE, or any other Risk Management Authority. Supply electronic/paper based information that is requested, as directed by the Data Manager.
- Help ensure that all ICT systems, paper records, deeds, agreements and sundry contracts are secure (including archived information).

Information Management

- Support the ordering and management of both hard copy and electronic resources for the WMAs current and anticipated information needs as determined by the Data Manager.
- Maintain the integrity of electronic and paper based records used by the Alliance, in accordance with the Data Protection Act 2018. Liaising with internal customers within the WMA Technical Support and Administration Departments.
- Support the provision of training and advice on the use of electronic/paper based information services.
- Maintain the integrity of paper based and electronic filing systems, as determined by the Data Manager (including archived records and correspondence).

GIS work

- Digitise rating polygons, IDB assets, drainage infrastructure, planning applications and other information. Link spatial data to underlying relational databases.
- Support the maintenance of an electronic copy of all geographical/spatial Information for each Member Board in the Alliance and ensure accuracy by liaising with internal customers within the WMA Technical Support and Administration Departments.

IT and Communications

- Support the development of internal information resources and networks (knowledge management), increasingly via intranet sites.
- Support the development and management of an extranet for internal use at multiple locations.
- Upload modified policies, data sets, geographical information and other documents to the group's intranet and extranet, as instructed by the Data Manager. Support the publicising and marketing of this service, to internal customers.
- Support the redesign of the WMA website and video content.
- Write reports, publications and website content. This includes the development of dynamic forms.
- Support the management and uploading of documents to the WMA website, ensuring its content is always current.
- Support the management and updating of social media accounts.
- Support the development and maintenance of the current catalogue of multi-media communications materials. This includes supporting the updating of the current WMA Brochure.
- Support the day to day management of enquiries received via the info@wlma.org.uk group mailbox as directed by the Data Manager.

- Liaise with the Data Manager to ensure all critical hardware, software and datacom facilities are supported by competent organisations and that day-to-day issues are resolved.
- Ensure that all software and maps used by the Alliance are legitimate and fully comply with the terms of the licences and FAST (Federation Against Software Theft).
- Support the maintenance of the Hardware and Software Contracts Register to ensure it is kept up to date.
- Ensure that all data systems are backed up on a daily basis, in accordance with the WMA's security policy and procedures.
- 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 Data Manager.

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 actively consider the impact of your working arrangements on the organisations 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"> • A minimum of 5 GSCE's (or equivalent qualifications) at Grade C or above including maths and English subjects. 	<ul style="list-style-type: none"> • At least 1 'A' Level qualification ideally in a relevant subject area such as Geography, Maths or Computing.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 3 years experience managing data for a professional organisation. • A minimum of 3 years experience working with geospatial/relational databases, Intranets/Extranets and office based software. 	<ul style="list-style-type: none"> • Experience working in the Water Industry and/or Public Sector.

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. • Well-developed written communication skills (including report and letter writing). • Well-developed spoken communication skills (including interpersonal communication diplomacy and negotiation skills). • A methodical approach to work, demonstrating an attention to detail as well as an accuracy in record keeping. • Ability to competently use computer software such as Microsoft packages (Access, Excel, Word, Outlook and Internet Explorer). • Ability to work well with others at all levels both internally and externally. • A full and valid UK driving licence. • Ability to read and work with digital/paper maps and geospatial data. • Ability to use databases and geospatial databases at an advanced level, for example SQL, Microsoft Access, AutoCAD and Arc-View GIS. 	<ul style="list-style-type: none"> • An understanding of Ordnance Survey mapping products available to and used by Public Authorities including Risk Management Authorities. • A general understanding of hydrology and river catchments. • A general understanding of Flood and Coastal Erosion Risk Management (FCERM) including land drainage. • A general knowledge of Internal Drainage Board's and the work of the Water Management Alliance group.

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:	Fran Bligh
Position:	Data Manager (WMA)
Date:	2 September 2019

APPLICATION FORM

WMA

POSITION APPLIED FOR: Data and Communications 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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