

**Upper Witham, Witham First District, Witham Third District and North East Lindsey Internal Drainage Boards**

**Job Title:** Environment and GIS Technician

**Reports to:** Director of Operations and Engineering Services

**Responsible for:** Leading on all environmental projects and schemes. Managing, maintaining and developing the GIS and rating systems. Partnership working with other authorities, for example Environment Agency, Lincolnshire County Council and other IDBs.

**Salary:** £23,856 to £26,688

**Grade: 4, spine point 17 – 20 ADA Lincolnshire Branch White Book**

**Hours of work: 37 hrs per week**

**Pension Option:** Lincolnshire Local Government Pension Scheme

The 4 Boards are independent statutory authorities providing flood risk management and land drainage services within their respective districts.

The Boards' primary role is to provide a front line drainage and flood protection service within the greater Lincolnshire community. We protect land, critical infrastructure, commercial and residential property from flooding and ensure good land drainage. Much of this work involves the maintenance and improvement of watercourses and related infrastructure. The Boards supervise all matters relating to water level management within our districts whilst supporting and promoting sustainability, the environment, agriculture, industry and commercial assets.

The 4 Boards, Witham First District, Witham Third District, Upper Witham and North East Lindsey Internal Drainage Boards, maintain over 1000km of watercourses and 56 pumping stations as well as many smaller water level management structures within their drainage districts.

In addition to the shared administration, managerial and technical support, the 4 Boards also provide a consents and enforcements service to Lincolnshire County Council, the Lead Local Flood Authority (LLFA) since April 2012, in their extended rainfall catchments.

The Boards are committed to providing and promoting consistent excellent service through the employment of highly skilled flood risk management professionals who demonstrate commitment and provide high quality services. Strong and consistent relationships between employees, built on mutual respect, have been fundamental to the on-going success of our Boards. Our achievements as Public Bodies are a direct reflection of the effort, commitment, knowledge and skill of our people.

You will become a valuable member of a small team where flexibility is essential for all team members. Our established team of staff work collaboratively supporting the 4 Boards, we are confident that there is scope within our Boards for you to develop, grow and establish an interesting career.

The Operations and Engineering Services Team are based at Witham House in Lincoln. This role requires individuals to work closely with staff within all areas of the 4 Boards' catchments and depots in North Hykeham, Woodhall Spa, Timberland, North East Lindsey, partner Flood Risk Management Authorities, funding Councils and drainage ratepayers. This will require undertaking duties at a variety of locations in and around the 4 Boards' drainage districts. The Environment and GIS Technicians contract of employment will be held by Witham Third District Internal Drainage Board and will be based at their central office in Lincoln.

**The purpose of this role:**

- Ensure the Boards are compliant with environmental legislation
- Environmental reporting and habitat surveys
- Corporate responsibility to conserve and enhance the environment
- Management, maintenance and development of GIS and rating systems
- Project management i.e. catchment studies
- Create, design and deliver in-house training events

- Respond to enquiries from Local Planning Authorities (LPA) and Lincolnshire County Council (LCC) as the Lead Local Flood Authority and their professional partners

This post is pivotal to the smooth functioning of the Operations and Engineering Services within all 4 Boards. This post will offer direct support to the Director of Operations and Engineering Services, Operations Manager, Engineering Services Officer and Technician and work closely with the Finance and wider team, working across the districts to deliver organisational objectives.

To undertake research, prepare environmental reports, responses and statistical information as required for Board reporting, management reporting and other requirements.

The post requires attendance at meetings with other partner organisations, ADA Lincolnshire Branch Environment Committee and Witham Partnership Committee. To respond to public enquiries face to face or via telephone/email, thus to be an advocate for the Boards and to promote the aims of the organisation is an essential prerequisite of the post.

The role requires the post holder to have regular communication, work with, inform and provide information to others outside the organisation, such as our customers, consultants, auditors, partner organisations, external stakeholders as well as external funders and professional partners.

The 4 Boards operate a 74 hours, 9 days working fortnight working pattern.

This role is expected to develop and evolve over time. The 4 Boards provide varied opportunities for individuals to develop their professional skill sets. Opportunities for further training will be assessed, supported and reviewed through our annual personnel development process in order to maintain excellent standards of customer service and employee job satisfaction.

To thrive and achieve all aspects of the role, whilst working in harmony, supporting colleagues, and becoming a key member of an effective team.

To uphold and comply with the organisations policies and the law in relation to Health and Safety, Financial Regulations, Equal Opportunities, Data Protection and other adopted Policies and Procedures required for the smooth and effective operation of the organisations.

### **Key Areas of Responsibility**

- Conduct walkover surveys to determine the presence of priority and/or problem species, report on outcomes and submit species sightings to local record centre
- Write and report on environmental action plans, identify opportunities to initiate schemes which provide environmental benefits, manage their delivery and report on these
- Manage the Environment budget
- Conserve and enhance the environment ensuring the Boards' operations have no net negative impact
- Design, create and deliver in-house environmental training for employees and Board Members
- Ensure that the Boards have the appropriate environmental licences, and the requirements of these are adhered to for example badger class licence
- Contribute to the development of key Environment and Biodiversity policies and procedures.
- Assess ecological reports submitted as a part of the consenting process and respond to these.
- Manage GIS, supporting colleagues with mapping requirements, publishing ArcReader Maps regularly updating GIS data, , upgrading software and managing mapping function of rating system.
- Respond to technical enquires relating to the operation and maintenance of the Boards' GIS, rating and database systems and infrastructure.
- Conduct Land Registry searches
- Provide current information regarding location of overhead power lines to all the Boards' Land Drainage Operatives
- Conduct utility searches when required
- Provide winter works notices with accompanying maps

- Develop and maintain strong relationships through excellent interpersonal skills with landowners, Environment Agency, Greater Lincolnshire Nature Partnership, Rivers Trust and Lincolnshire Wildlife Trust.
- Assist with and support the implementation of COMAH emergency plan procedures.
- Develop and maintain excellent central office and wider team communication.
- Take responsibility for your own personal development and share your learning with others.
- Attend and support meetings as required.

### **Qualifications, Knowledge, Skills and Experience**

#### **Essential**

- Degree in Environmental Sciences, Physical Geography, Ecology or other relevant discipline
- Experience of undertaking environmental/ecological surveys
- Competent in the use of ArcGIS
- Able to build partnership working with CEO, Senior Officers and Board Members to enable clear understanding of organisational goals and strategic objectives
- Experience of developing and maintaining strong relationships with external partners, landowners and other stakeholders through excellent interpersonal skills
- Excellent organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Highly efficient, methodical, and accurate in order to develop, manage and maintain excellent systems and processes.
- Customer service focused and aware, able to recognise needs and priorities and know how to deliver excellent customer service
- Excellent teamwork skills to enable the department to work flexibly and cooperatively to deliver the best possible service
- On-going development of management and leadership skills
- Competent in the use of standard IT packages such as Word, Power Point, Access, and Excel in order to manage day to day administrative duties promptly, efficiently and accurately
- A full, clean driving licence and access to a vehicle for business use
- Physical activity, frequent extensive walking on rough ground and uneven terrain to inspect watercourses and structures throughout all seasons
- Environmental and visual inspections of field signs
- Lone and remote working

#### **Desirable**

- Working towards chartership with relevant body i.e. CIWEM or CIEEM
- Experience of Project Management
- Minimum of 3 years relevant experience

### **Equality and Diversity**

All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the single Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation) It is the responsibility of every member of staff to understand these commitments and statutory obligations and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under the Boards' policies.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.

With the support of managers develop an equality and diversity objective through the personal development review process

<b>Confidentiality</b>
Confidentiality/Data Protection regarding the personnel information and Board activity must be maintained at all times (both in and out of working hours). All staff should ensure they are familiar with and adhere to all Board privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.
<b>Freedom of Information</b>
In accordance with Freedom of Information and other associated legislation, the Boards may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.
<b>Health and Safety</b>
All employees have a duty to take reasonable care to avoid injury to themselves or others and to co-operate with the Boards in meeting statutory requirements.
<b>Records Management</b>
All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any IDB activity. All individuals within the Boards are responsible for any records they create or use. Please ensure that records are retained in accordance with policy and procedure and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.
<b>Information Quality</b>
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose.
<b>Change of Job Description</b>
The duties outlined above are not intended to be exhaustive and may change as the needs of the department/organisation alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Boards.
<b>General</b>
<p>You must uphold the Board's Purpose, Vision and Values:</p> <p><b>Our Purpose:</b> To provide front line drainage and flood protection service within the greater Lincolnshire Community.</p> <p><b>Our Vision:</b> to enable people to live well in their communities by protecting critical infrastructure, commercial and residential property from flooding and ensuring good land drainage, through the maintenance and improvement of watercourses and related infrastructure.</p> <p><b>Our Values:</b> putting people first; developing and supporting our staff; respecting people's differences; behaving with respect, compassion and integrity; having pride in our work, working in partnership; being business focused and making a positive difference.</p> <p>In addition you must:</p> <ul style="list-style-type: none"> <li>• Highlight concerns in accordance with Boards' Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution.</li> <li>• Maintain an awareness of information governance and information security related issues and ensure compliance with Boards' Records Retention and Destruction Policy.</li> <li>• Participate in personal development review, supervision and undertake mandatory training and personal development as required by the post.</li> <li>• Take personal responsibility for your own health and safety at work in accordance with Board policies and procedures, in particular health and safety and risk management.</li> <li>• To comply with all Boards' policies, procedures and practices and to be responsible for keeping up to date with any changes to these.</li> </ul>
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### **Interested Applicants**

Interested applicants are invited to submit a Curriculum Vitae, outlining skills and relevant experience, together with a supporting application letter. Applications should be received at **Witham House by 9am Monday 10<sup>th</sup> July 2017**. Interviews are to be held **Tuesday 25<sup>th</sup> July 2017** at central office Lincoln. Please note only applicants invited to interview will be notified.

Further information is available via Witham Third District IDB's Website: [www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)

Please submit written applications to the following address marked '**Private – for the attention of Sarah Walden**':

Witham Third District Internal Drainage Board,  
Witham House,  
J1 The Point,  
Weaver Road,  
Lincoln,  
LN6 2QN

Or, email your application to [Sarah.Walden@Witham3idb.gov.uk](mailto:Sarah.Walden@Witham3idb.gov.uk)