



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Environment Officer

An exciting vacancy has arisen for an Environment Officer, working for Black Sluice IDB in Lincolnshire. The IDB is an independent statutory authority providing flood risk management and land drainage services within our catchment area.

The Environment Officer will be the responsible lead for all environmental projects and schemes. Working in a small team working to conserve and enhance the environment, you will work with partner organisations (for example Environment Agency, Rivers Trust, Wildlife Trust, councils and other IDBs) to achieve greater benefits.

We are looking for a highly motivated person with the knowledge, skills, experience, and personal qualities necessary to progress environmental schemes and projects, conduct habitat surveys, maintain and develop databases and spatial information. You will represent the IDB in county-wide forums, promoting the IDB's work and projects. You will have skills in working with environmental enhancement projects and analysing data using GIS.

You will also manage and develop datasets, used together with environmental records to inform decision making and produce a range of products and services for public, private and third sector partners. These include; biodiversity data, asset data, GIS layers, web mapping and other spatial data. Taking ownership and having a high regard for the integrity of data throughout our systems and processes, you will be able to demonstrate a personal commitment to biodiversity conservation and will thrive on the challenges offered through working for our organisation. It is a requirement that the successful candidate must have the right to work in the UK by the start of their employment.

The IDB's offices are based in Swineshead, Boston. Our 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 Board supervises all matters relating to water level management within our district whilst supporting and promoting sustainability, the environment, agriculture, industry and commercial assets.

This is a full-time post which requires someone who has experience of working in a comparable environment or situation.

The minimum qualifications for this position are:

- Degree in Environmental Sciences, Physical Geography, Ecology or other relevant discipline
- Experience of undertaking environmental/ecological surveys
- Able to build a partnership working with the Maintenance Director 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 license is essential.
- 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, but not essential, criteria:

- Competent in the use of ArcGIS (training can be provided)

Information about Black Sluice Internal Drainage Board and further information regarding this post, including full job description, person specification is available on the Board's Website:

<https://www.blacksluiceidb.gov.uk/>

Applicants are invited to submit a curriculum vitae, outlining relevant skills and experience, together with a supporting application letter, by **10 April 2024**.

Please send to:
FAO Maintenance Director - Simon Harrison
Black Sluice IDB
Station Road
Swineshead
Boston Lincolnshire
PE20 3PW

Or email to:
mailbox@blacksluiceidb.gov.uk



Black Sluice Internal Drainage Board
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Job Title: Environment Officer

Reports to: Maintenance Director

Responsible for: Leading on all environmental projects and schemes. Managing, maintaining our Environmental Layers on GIS. Partnership working with other authorities, for example Environment Agency, Lincolnshire County Council and other IDBs.

Salary: Dependent on experience
Spine point 20 – 23 ADA Lincolnshire Branch White Book
£34,884 - £38,436 per annum (2024/25)

Pension Option: Lincolnshire Local Government Pension Scheme

Hours of work: The Board operates a 74 hours, 9 days working fortnight working pattern.

The Board is an independent statutory authority providing flood risk management and land drainage services within their respective districts.

The Board's 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 Board supervises all matters relating to water level management within our districts whilst supporting and promoting sustainability, the environment, agriculture, industry and commercial assets.

The Board maintains 755km of watercourses and 34 pumping stations as well as many smaller water level management structures within the catchment area.

The Board is 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 Board. Our achievements as a Public Body 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, we are confident that there is scope within our Board for you to develop, grow and establish an interesting career.

The team are based at the Board's offices in Swineshead, Boston. This role requires individuals to work closely with staff within all areas of the Boards catchment, partner Flood Risk Management Authorities, funding Councils and drainage ratepayers. This will require undertaking duties at a variety of locations in and around the Board's drainage district. A Board vehicle will be provided on an ad hoc basis as required for site visits.

The purpose of this role

- Ensure the Board is compliant with environmental legislation
- Environmental reporting and habitat surveys
- Corporate responsibility to conserve and enhance the environment
- Project management i.e. catchment studies
- Create, design and deliver in-house training events

This post is pivotal to the smooth functioning of Operations within the Board.

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, e.g., ADA Lincolnshire Branch Environment Committee. To respond to public enquiries face to face or via telephone/email, thus to be an advocate for the Board 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 ratepayers, consultants, auditors, partner organisations, external stakeholders as well as external funders and professional partners.

This role is expected to develop and evolve over time. The Board 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 organisation.

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
- Assist in the management of 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 Board has 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.
- Develop and maintain strong relationships through excellent interpersonal skills with landowners, Environment Agency, Greater Lincolnshire Nature Partnership, Rivers Trust and Lincolnshire Wildlife Trust.
- 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
- Able to build a partnership working with the Maintenance Director 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
- Competent in the use of ArcGIS

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 by **10 April 2024**, as below:

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