



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

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Job Title: GIS and Environmental Technician

Reports to: Works and Engineering Manager	Responsible for: Managing, maintaining and developing the GIS systems. Leading on all environmental schemes and projects. Day to day assistance to The Operations Team in the delivery of all relevant aspects of GIS and Environmental matters whilst undertaking their annual maintenance and capital improvement works.
Salary: £20,928 to £23,952 depending on experience and qualifications. Essential car users allowance, £2,147/annum and £0.45/mile.	Scale Point range 13 – 17 ADA Lincolnshire Branch White Book
Hours of work: 37 hrs per week	Pension Option: Lincolnshire Local Government Pension Scheme

The Board is an independent statutory authority providing flood risk management and land drainage services to the communities living and working within the Board's area.

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 district whilst supporting and promoting sustainability, ecological wellbeing of the environment, agriculture, industry and commercial assets.

The Board maintains over 750km of watercourses and 34 pumping stations as well as many smaller water level management structures within the drainage district.

In addition, the Board also provides a consent and enforcement service to Lincolnshire County Council, the Lead Local Flood Authority (LLFA) since April 2012, in our extended rainfall catchment.

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 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 and we are confident that there is scope within the Board for you to develop, grow and establish an interesting career.

The Operations and Engineering Team is based at Station Road, Swineshead. This role requires you to undertake duties at a variety of locations in and around the Board's drainage district, which will include lone and remote working.

The purpose of this role:

- Predominantly to manage, maintain and develop our ESRI ARC GIS systems
- Project management i.e. catchment studies
- Ensure the Board is compliant with environmental legislation
- Environmental reporting and habitat surveying
- Co-ordinate key environmental schemes and projects within the Operations team
- Create, design and deliver relevant in-house training events

This post is pivotal to the smooth functioning of the Operations and Engineering team, you will offer direct support to the Works and Engineering Manager and work closely with the Works Supervisor and Ganger, also working as part of a wider team across the district to deliver organisational objectives.

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

The post requires 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, partner organisations, external stakeholders as well as external funders and professional partners.

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

The Board operate a 74 hours, 9-day fortnight working pattern.

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

- Manage GIS, supporting colleagues with mapping requirements, producing works maps, publishing ArcReader maps and regularly updating GIS data, upgrading software and mapping functions
- Respond to technical enquiries relating to the operation and maintenance of the Board's GIS database systems and infrastructure
- Conduct Land Registry searches
- Provide current information regarding locations of utility apparatus to all the Board's Land Drainage Operatives
- Conduct utility searches when required
- Provide works notices with accompanying maps
- Manage the Environment budget
- Conserve and enhance the environment ensuring the Board's operatives have no negative impact
- Design, create and deliver in-house environmental training for employees and Board Members
- Conduct walk over surveys to determine the presence of priority and/or problem species, report on outcomes and submit species sightings to local record centres
- Write and report on environmental action plans, identify opportunities to initiate schemes which provide environmental benefit, manage their delivery and report on these
- Ensure that the Board has the appropriate environmental licenses and these are adhered to
- Contribute to the development of key Environmental and Biodiversity policies and procedures
- Develop and maintain strong relationships through excellent interpersonal skills with site developers/agents/consultants and the planning authorities
- Assist with and support the implementation of emergency plan procedures
- Develop and maintain strong relationships through excellent interpersonal skills with landowners, Environment Agency, Greater Lincolnshire Partnership, Lincolnshire Wildlife Trust, Lincolnshire ADA Environment Committee
- Develop and maintain excellent central office and wider team communication
- Attend and support meetings as required
- Take responsibility for your own personal development and share your learning with others
- To undertake and support others on the enforcement of the Land Drainage Act 1991 and Board Byelaws

Qualifications, Knowledge, Skills and Experience

Essential

- Competent in the use of ArcGIS (a competent test will form part of the interview)
- Competent in the use of standard IT packages such as Word, Power Point and Excel in order to manage day to day administrative duties promptly, efficiently and accurately
- Able to build partnership working with senior staff to enable clear understanding of organisational goals and strategic objectives
- A full driving licence and access to a vehicle for business use for which an essential user allowance will be paid, currently £2147/annum and £0.45/mile
- Demonstrable and substantial relevant experience (minimum of 3 years)
- Excellent organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Experience of developing and maintain strong relationships with external partners, landowners and other stakeholders through excellent interpersonal skills
- Customer service focused and aware, able to recognise needs and priorities and know how to deliver and excellent customer service
- Highly efficient, methodical and accurate in order to develop, manage and maintain excellent systems and processes
- Excellent teamwork skills to enable the department to work flexibly and cooperatively to deliver the best possible service
- Physical activity, frequent extensive walking on rough ground and uneven terrain to inspect watercourses and structures throughout all seasons

Desirable

- Working towards a Degree in Environmental Sciences
- Experience of undertaking environmental/ecological surveys
- Competent within the disciplines of Environmental Science, Physical Geography, Ecology or other relevant disciplines
- Working towards charter ship with a relevant body i.e. CIWEM or CIEEM
- Experience of Project Management

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under the Equality Act 2010. 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.

Confidentiality

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.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Board 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.

Health and Safety
All employees have a duty to take reasonable care to avoid injury to themselves or others and to co-operate with the Board in meeting statutory requirements.
Records Management
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 Board 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.
Information Quality
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.
Change of Job Description
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 Board.
Interested Applicants
<p>The post holder's contract of employment will be with Black Sluice Internal Drainage Board and he/she will be based at their office in Swineshead.</p> <p>Further information is available via the Black Sluice IDB website – www.blacksluiceidb.gov.uk</p> <p>Interested applicants are invited to submit a CV, outlining skills and relevant experience, together with a supporting application letter. Applications should be received at the address below by 9am on Wednesday 22nd November 2017. Interviews are to be held Thursday 30th November 2017. Please note only applicants invited to interview will be notified.</p> <p>Please submit written applications to the following address marked: - Private – for the attention of Paul Nicholson Black Sluice Internal Drainage Board Station Road Swineshead Boston PE20 3PW or, alternatively, email your applications to - mailbox@blacksluiceidb.gov.uk</p>