



# Lindsey Marsh Drainage Board

## Water Management Consortium

### JOB DESCRIPTION

<b>Job Title:</b>	Environmental Assistant
<b>Grade/Salary:</b>	2 £26,640-£30,333 (dependent on experience level)
<b>Qualifications:</b>	HND (or equivalent to Level 5) in ecology or a related subject and/or demonstrable experience in ecology or practical conservation.
<b>Responsible to:</b>	Environmental Officer

### Summary of Duties

Reporting directly to the Environmental Officer to support the delivery of the Environmental Plan for the WMC, influencing a culture of environmental consideration and compliance as an integral part of its overall aims. Working closely with the operations and engineering teams to ensure that the WMC activities comply with environmental legislation whilst maintaining the standard of flood risk protection and water level management set by the Boards.

Representing the Boards on outside bodies and liaising with members of the public, demonstrating a positive attitude and a professional and considerate manner.

### Detailed Responsibilities

Assisting the Environmental Officer in providing ecological, technical and administrative duties to support the Operational and Project Delivery teams across all Boards of the WMC in the following areas:

1. Capital Works – assist with Environmental Impact Assessments (EIA), producing reports as required, ensuring all EIA Notices are served/published; and maintaining records of all activities and decisions reached.
2. Routine Maintenance – Referring to the Drainage Channel Biodiversity Manual to ensure appropriate protection of species, development and restoration of habitats, monitoring performance of operational activity and provide support and advice as requested. Facilitating the delivery of targeted maintenance practices.
3. Biodiversity – assist in the development and implementation of the Boards' Biodiversity Action Plan, monitoring gains and losses, and annual reviewing of set targets.
4. Protected Sites (i.e. SAC, SPA, RAMSAR, SSSI) – assist in maintenance compliance on protected sites, work with partners to develop enhancement measures for sites. Consult with relevant authorities to measure and mitigate any impacts.
5. Undertake protected species and habitat surveys.
6. Boards' Policy - assist the Environmental Officer in providing guidance on wildlife conservation and the related legislation requirements e.g. of protected species, mitigation methods, non-native invasive species and biosecurity.



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7. Assist the Environmental Officer in producing reports for Board meetings and Senior Management providing updates and detailing legislation and policy changes.
8. Promote the work of the Consortium and Boards to outside organisations, government bodies and the public.
9. Environmental Databases - maintain biological recording via a Geographical Information System to support Boards' activities and decisions made.
10. Dealing with queries, undertaking routine correspondence and liaising with the general public.
11. Organising and attending meetings and preparing action plans as and when required.
12. Apply for and monitor licences including abstraction, badger, beaver and water vole licences ensuring they are up to date.
13. Ongoing personal development – keeping knowledge up to date, by continuous professional development and training where required.
14. Any other duties that may be reasonably required within the role of Environmental Assistant, understanding the above list is not an exhaustive list.

### **Personal Qualities**

1. Highly driven, flexible and committed to fulfilling the requirements of the role and achieving the Boards aims.
2. Able to work effectively using own initiative.
3. Excellent communication skills, the ability to build a good rapport and a strong team player.
4. Strong organisation skills and the ability to multi-task and prioritise own workload effectively and to deadlines.
5. Positive approach and with a strong work ethic.
6. Hold a full and clean driving licence and be prepared to travel to different sites across all of the Boards locations.