

ROMNEY MARSHES AREA INTERNAL DRAINAGE BOARD

JOB DESCRIPTION

CLERK/ENGINEER

The Clerk/Engineer manages the day-to-day affairs of the Board, in close liaison with the Finance Officer and other staff as appropriate; advising the Board on financial, technical operational and biodiversity matters; implementing legislative and regulatory requirements and Board policies and is ultimately responsible for the delivery of all the Board's activities, including management of its staff and contractors. The Clerk/Engineer reports to the Chairman, Vice-Chairman and Board Members as appropriate.

Main duties, tasks and responsibilities:

1. Managing a small team of direct staff, ensuring that they are engaged appropriately.
2. Compliance with all relevant **legislation and regulation**, and all matters relating to Corporate Governance and standards of best practice.
3. Strategic planning and the formulation and implementation of **Board Policies** (including Standing Orders, Financial Regulations, Health & Safety Policy).
4. Provide **HR role** for all staff (incl. recruitment, retention, disciplinary/dismissal, development, training, payroll).

In the role of Clerk:

5. Administering the Membership of the Board and acting as Returning Officer during **Member Elections** and ensuring compliance with the Regulations.
6. Administering **Board Meetings** and **Committee Meetings**, preparing reports and delivering presentations.
7. **Representing the Board** at meetings and in discussion with other bodies e.g. Stakeholder liaison and engagement. **Representing the Board** at public events if required.
8. Ensuring the Board contributes to the delivery of **Government (Defra) Targets**.
9. Completion and filing of **Statutory Returns and Reports** (e.g. Defra, Environment Agency, County Councils etc).
10. Preparation and monitoring of **annual estimates/budgets**, in close liaison with the Board's Finance Officer ensuring best value. Identification of appropriate grant funding, should it be available.
11. Assisting with collection of Drainage Rates and Special Levies, in conjunction with the Board's Finance Officer, including debt recovery in courts of law when required.
12. Ensuring that the preparation and publication of Final Accounts is completed in a timely manner by the Finance Officer.

13. Providing support to the Finance Officer and acting when required in the administration of the Board's **Pension Scheme**, as a contributing authority within the Local Government scheme.
14. Managing the Board's **IT Systems and website**.
15. Ensuring compliance with GDPR and acting as Data Controller.
16. Ensuring appropriate **insurance** of the Board's activities, in close liaison with the Board's Finance Officer.

In the role of Engineer:

17. Administering the efficient performance of the Board's drainage system and advising the Board in all technical matters of land drainage, flood risk management and biodiversity.
18. Overseeing the Board's **operational activities** in close liaison with Board staff.
19. Ensuring there is appropriate short and medium-term **resource planning** for all the Board's operational activities.
20. Ensuring that the Boards' **Contractors** providing services are engaged appropriately.
21. Developing and maintaining a close relationship with the Environment Agency to ensure effective communication and allow the smooth running of the Board's operational activities.
22. Overseeing liaison and submission to local planning authorities in respect of **development proposals** which are within, or may affect, the Board's District, in close liaison with other staff.
23. Ensuring compliance with Section 23 of the **Land Drainage Act and the Board's Byelaws, overseeing and managing** land drainage consents.
24. **Enforcing** breaches of Section 23 of the Land Drainage Act and the Board's Byelaws.
25. Liaising with and providing **advice** to drainage ratepayers on all matters related to land drainage, flood risk management and biodiversity, in close liaison with technical staff.