



POSITION AVAILABLE - ESTATES OFFICER

Permanent Contract
£30,000 - £45,000 (for an experienced candidate)
Attractive benefits package including:

- Car Allowance
- Local Government Pension Scheme
- Private Health Care
- Flexible Working Practices
- Generous Leave Entitlement (24 to 29 days + bank holidays + New Years Eve)
- Brand New Modern Office + Free Parking

An exciting opportunity has arisen for an Estates Officer at the Water Management Alliance (WMA) group of Internal Drainage Boards (IDBs).

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage. Some IDBs are also significant landowners, with a resultant responsibility to ensure that landholdings and structures owned by the Board are managed appropriately.

As our Estates Officer you will be responsible for leading the WMA's role as a landowner by ensuring each Board's land is registered and managed effectively and in accordance with the law. Where the principal aims of the role are best achieved with the help of external agents, the WMA's Estate Officer will be responsible for the coordination of these agents.

Sitting within the WMA's Compliance Team the role will also assist the Compliance Manager in checking for third party compliance with legal agreements which the Board have entered into in its role as a regulator. A typical example includes Deeds which are lodged with the Land Registry and which indemnify the Board where the Board has allowed works within 9m of an arterial watercourse (a watercourse which is regularly maintained by the Board) subject to no further works being carried out and subject to a Deed of Covenant being secured with a purchaser when a site is sold.

The WMA are willing to consider candidates across a wide range of experience levels, from qualified and experienced Land Agents, to eager individuals with experience in a relevant sector. Applications from those looking to work part-time or full-time (37 hours) will be considered equally.

For an information discussion about the WMA and this position please contact Philippa Noon (Compliance Manager), Cathryn Brady (Sustainable Development Manager) or Phil Camamile (Chief Executive) on 01553 819600.

To apply please submit your CV and covering letter explaining why you are a suitable candidate to philippa.noon@wlma.org.uk. The closing date for receipt of applications is noon on 30 September 2024.

We look forward to receiving your application.

Job Description

Job title:	Estates Officer
Team/Section:	Compliance Team
Location:	Norfolk, Suffolk and Lincolnshire (based in King's Lynn)
Responsible to:	Compliance Manager (WMA)
Responsible for:	No line management responsibilities
Grade/Salary:	£30,000 - £45,000 dependent upon Qualifications and Experience
Employer:	King's Lynn IDB trading as the Water Management Alliance

Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the Anglian Region of the United Kingdom who share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

Internal Drainage Boards (“IDBs”) are local public authorities that manage flood risk and land drainage within areas of special drainage need in England.

Some Internal Drainage Boards are also significant **landowners**, with a resultant responsibility to ensure that landholdings and structures owned by the Board are managed appropriately.

Role Overview

As our **Estates Officer** the role will be responsible for leading the WMA’s role as a landowner, by ensuring each Board’s land is managed effectively, efficiently and in accordance with the law. The role will lead on liaising with tenants, the Land Registry and any other third parties who have an interest in the Board’s landholdings and/or structures.

Role Description

The primary aims of the role are summarised below:

- Lead the WMA’s efforts to ensure all land owned by the WMA Member Boards is registered with the Land Registry. Ensure accurate records are kept and archived appropriately.
- Work to identify areas of land vested in the Boards by various Acts and proceed to ensure these titled are registered to the relevant Board with the Land Registry.
- Lead liaison with current and future tenants, including ensuring rental agreements and licences are up to date and reviewed regularly.
- Lead liaison with any third-party agents acting for the Boards within its capacity as a landowner (e.g. valuers, surveyors, solicitors, land agents).
- Manage the Board’s position regarding any enquiries relating to any potential disposition of the Board’s Land (including easement requests).

- Ensure there is an up to date register and digital map of the Board's Land and any other structures vested in or under control of a WMA Board (for example, structures such as culverts for which the Board has some responsibility). Ensure this register corresponds with a regular inspection schedule, with the help of the Operational Delivery Teams.
- Assist with the acquisition or transfer of land to accommodate major infrastructure delivery programmes (such as pumping station replacement schemes).
- Assist with ensuring third party compliance with legal agreements which the Board have entered into in its role as a regulator by processing Deeds of Indemnity / Covenant and associated Compliance Certificates.
- Liaise closely with the WMA Finance Team to ensure financial records relating to the above tasks are accurate and any invoices are issued in a timely manner.
- Any other tasks reasonably required by the Compliance Manager or Chief Executive.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • A degree in a relevant subject. 	<ul style="list-style-type: none"> • Industry specific qualifications or courses (e.g. RICS or NAEA accredited courses).
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • A minimum of three years relevant industry experience (e.g. as a property consultant, surveyor or estate agent, lettings agent or land agent). • Experience liaising, corresponding and negotiating with a variety of stakeholders. • Experience working with legal documentation. 	<ul style="list-style-type: none"> • Experience working within a local government organisation • Experience in the agricultural land management sector • Experience creating or reviewing strategies or processes.
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • An understanding of the land conveyancing process, including Deeds of Indemnity, Deeds of Covenants, and Deeds of Easement. • Well-developed written and spoken communication skills (including report / letter writing, presentation skills and interpersonal communication). 	<ul style="list-style-type: none"> • An understanding of GIS software. • An understanding of the Boards regulatory and enforcement powers and procedures. • Ability to competently read and digest legislation, such as the Land Drainage Act 1991.

<ul style="list-style-type: none"> • Well-developed negotiation skills. • Ability to prioritise effectively and organise workloads to meet deadlines and to remain calm under pressure. • Ability to analyse, interpret and communicate complex material, as well as having a methodical approach to work, demonstrating an attention to detail as well as accuracy in record keeping. • Ability to competently use computer software such as Microsoft packages. • Ability to work well with others at all levels both internally and externally. • A full and valid UK driving licence. • Ability to work independently • Be resilient and persuasive, with the ability to deal with challenges and questions confidently. • Creative problem solving skills with an ability to identify areas for development and improvement. 	<ul style="list-style-type: none"> • Leadership and mentoring skills.
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Other Job Information (e.g. any special factors or constraints)

- You must be physically fit to walk around watercourse and drainage catchments (up to 15% of the role) sometimes in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation.
- On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Water Management Alliance and its member Boards at public meetings, events and committees.
- All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers.
- You will be required to actively consider the impact of your working arrangements on the organisation's carbon footprint. Post holders should regularly review the necessity of printing hard copies of electronic documents and seek alternatives to work related travel where it is not essential and work objectives can be met by other means such as video conferencing.