



AXE BRUE, PARRETT & NORTH SOMERSET LEVELS
INTERNAL DRAINAGE BOARDS

Chief Executive

Applicant Pack

June 2022

Contents of Application Pack

Chief Executive Officer Application Pack - Introduction.....	3
Somerset Drainage Boards Consortium	4
The Organisation:.....	4
What we do	5
Our base	5
The Senior Officer Team	6
Chief Executive role within the Senior Team.....	7
Chief Executive Job Description	8
Person Specification.....	12
How to apply	14

Chief Executive Officer Application Pack - Introduction

Somerset Drainage Board Consortium – Highbridge, Somerset.

The Somerset Drainage Board Consortium is the organisation that manages the operations and affairs of the Axe Brue, Parrett and North Somerset Levels Internal Drainage Boards.

Salary – Strictly dependent on qualifications, knowledge, skills and experience of the post holder.

Firstly, thank you for your interest in the Chief Executive post in our friendly organisation, which is situated in the heart of the communities that we serve. Our staff enjoy good terms and conditions, local government pension and a generous leave allowance.

This is an exciting position for an outstanding individual to work with the Board members and have executive responsibility for managing the business, resources and activities of the Consortium. We are seeking a leader to take the Consortium forward, leading a mixed team and seeking to reinforce the Boards reputation providing a reliable and effective service to the public. The Chief Executive works closely with the Board members, staff, community, contractors and partners in Somerset and beyond.

You will be a committed and versatile professional seeking an exciting yet challenging role in our community-focused friendly organisation. You will be an experienced leader with exceptional motivational skills building positive relationships with staff, Board members and partners. You will be forward thinking with a strong drive for excellence in public service. You will be a quick learner with an understanding of financial and legal compliance, governance, risk, managing staff and HR processes, preparing financial forecasts and ensuring business continuity. You are likely to have had experience of setting policy, staff management and being accountable for budgets and human resources but you will also be comfortable working through colleagues to achieve business outcomes. A Civil Engineering qualification and experience in Flood Risk Management and the Environment is preferable, as is experience in an environment where legislation/enforcement, rules, procedures and guidelines are followed.

We are actively encouraging applications from individuals with ambition, excellent interpersonal skills, high productivity and an ability to think strategically and creatively. Working for Somerset Drainage Boards Consortium offers a good work life balance with the opportunity to work in Somerset, which is a great place to live and work.

If you would like an informal discussion about the role, please call our office 01278 789906 and we will put you through to someone who can talk to you confidentially. Information about how to apply is on page 14 of this document.

Closing date - 12 noon on 24th June 2022.

Somerset Drainage Boards Consortium

The Organisation:

The [Somerset Drainage Boards Consortium](#) is the organisation that manages the operations and affairs of three drainage Boards in Somerset, providing them with finance, engineering, operational, legal and administration services via a team of in-house staff and consultants. Although a small organisation, it is dynamic and friendly and is seeking to maintain business stability and ensure it continues to provide excellent public service.

The three Boards are:

- [Axe Brue Internal Drainage Board](#)
- [Parrett Internal Drainage Board](#)
- [North Somerset Levels Internal Drainage Board](#)

The Consortium was formed in April 2005 and replaced two smaller consortia arrangements that existed in the Parrett, Lower Brue and Lower Axe catchments. More recently in 2012, the Upper Brue, Upper Axe, Lower Brue and Lower Axe Boards amalgamated to form the new Axe Brue Board and the North Somerset Levels IDB have also now joined the Consortium. The Consortium brings an economy of scale that enables access to professional engineering, financial and administrative services for the Boards. In addition, the Consortium is able to act and lobby on behalf of all the Boards in the organisation.

The Boards are funded from two main sources to cover their core role of managing water levels. Firstly, a drainage rate which is charged to occupiers of agricultural land in the IDB area. Secondly, a special levy that is charged to District Councils with respect to non-agricultural land. In addition to the core funding the Boards seek grant funding towards capital projects and carry out rechargeable work for third parties in order to generate income.

The individual Boards are the legal corporate bodies that retain all the powers and duties that fall to them from the [Land Drainage Act 1991](#) as well as the environmental and health and safety legislation. The Chief Executive has overall responsibility for the Consortium and also holds the post of Clerk to the three constituent Boards.

What we do

The main activity of a Board is to manage water levels for the protection of people, property and the environment. In undertaking this work we follow a series of policies that are generally common to all three Boards in the Consortium. These policies cover a number of areas including activities in or adjacent to watercourses and the control of development in their areas.

The Boards work co-operatively with the Environment Agency and the Somerset Rivers Authority <http://www.somersetiversauthority.org.uk> to find cost effective and efficient ways to get watercourses working to a high standard while reducing any detrimental effect on the environment.

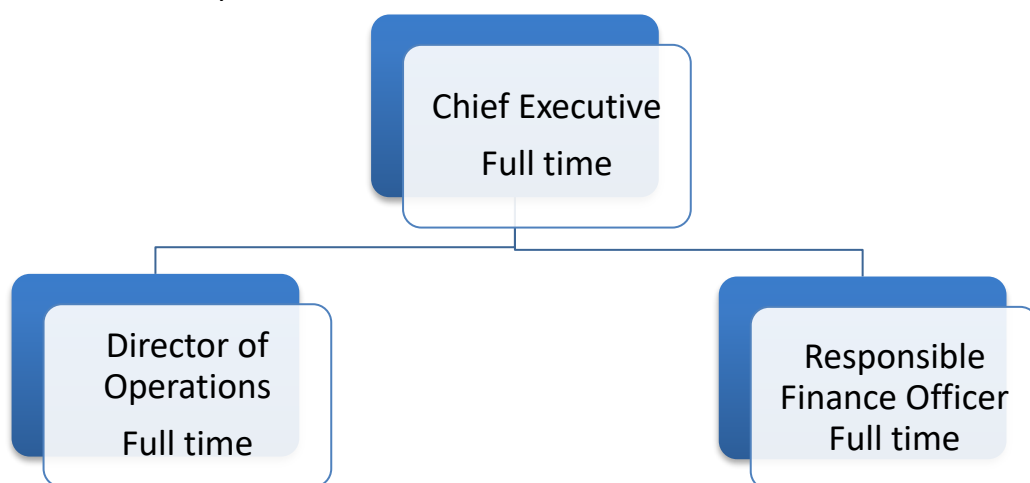
Our base

The Consortium is based at offices in Bradbury House, 33-34 Market Street, Highbridge, Somerset, TA9 3BW.

For more information please see our website: <http://www.somersetdrainageboards.gov.uk>

The Senior Officer Team

The Senior Officer Structure currently consists of:



Together, the Senior Team will:

- Provide inspirational leadership and support to staff and to the Boards
- Create opportunities for growing the business
- Seek efficiencies in order to achieve value for money services
- Maximise investment in the priorities of the Boards
- Set direction and strategy for the Boards and Consortium
- Ensure that Board meetings are 'clerked'. (IE ensuring that the decisions are lawful, that appropriate information and advice has been received by members and that decisions are kept within the Board Standing Orders, budget and policies in a similar way to a Town Clerk.)
- Prepare finances according to legislative standards and to the satisfaction of internal and external audit
- Maintain and enhance the profile of the IDBs locally and regionally
- Establish and monitor risk management
- Provide high level engineering input to Boards, to SRA and to other outside bodies
- Be accountable for effective service delivery, Health and Safety, IT provision, Data Protection, contract legislation etc.
- Represent the IDB at partnership meetings such as the Somerset Rivers Authority (SRA)
- Deliver high quality management to staff so that morale and motivation is maintained and enhanced
- Provide strategic financial forecasting for medium term financial strategy
- Understanding of flood risk management and of letting and managing contracts.

Chief Executive role within the Senior Team

The CEO role focuses on leading and managing the business of the IDBs including holding the role of Clerk to the Boards. The CEO has

- executive responsibility and accountability for all areas,
- provides inspirational leadership,
- sets direction,
- ensures that all areas are financially and legally compliant,
- manages staff and HR processes well,
- prepares financial forecasts,
- seeks business growth and
- ensures governance and other crucial areas such as IT, data protection and risk are managed appropriately.

The CEO forges positive relationships with staff, Board members and the community.

Although this is not an essential characteristic for the successful candidate for the role, if the incoming CEO were a qualified Civil Engineer this might bring options and flexibility to potential downsizing in the management team in future. The CEO will be accountable for the preparation of financial forecasts, monitoring budgets and ensuring compliance with legislation/enforcement, rules, procedures and guidelines.

The Director of Operations is the technical expert on flood risk management and will represent the IDB's in partnership meetings and manage all operational posts. This allows the CEO to focus on setting direction and providing exceptional leadership and management. The final salary offered depending on how many of the desirable attributes are evidenced by the successful candidate.

Chief Executive Job Description

Job Title:	Chief Executive
Job Type:	Permanent
Location:	Highbridge
Hours of Work:	Full-Time
Reports To:	Axe Brue Internal Drainage Board, Parrett Internal Drainage Board, North Somerset Levels Internal Drainage Board and the Consortium Management Committee.
Roles Reporting To:	Director of Operations Responsible Finance Officer, Finance Assistant
Salary:	Strictly dependent on qualifications, knowledge, skills and experience of the post holder – as identified in the essential and desirable criteria within the person specification

The Somerset Drainage Boards Consortium (the Consortium) provides the finance, engineering, legal and administration services to the Axe Brue, Parrett and North Somerset Levels IDBs via a team of in-house staff and consultants.

PRIME RESPONSIBILITY:

The Chief Executive has executive responsibility for managing the business, resources and activities of the Consortium and Boards to ensure that sufficient, prioritised, cost effective and efficient services are provided to the public in accordance with the objectives and priorities set by the individual Boards. Also to be the Clerk to the Boards and ensure high standards of governance and corporate leadership to enable the Boards to deliver on their priorities.

JOB OVERVIEW:

Key responsibilities include:

1. Managing the IDB effectively day to day and hold the formal role of Clerk to the Boards.
2. Assuming full accountability to the Boards for including operations, finance, governance arrangements, public relations, staff development, policies and procedures and the provision of land drainage and technical services.
3. Formulating and successfully implementing Board policy.
4. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Boards, monitoring performance, taking remedial action where necessary and informing the Boards of significant changes.
5. Ensure the provision of engineering capability for the Boards to support the delivery of water level and flood risk management services to people, businesses and the environment in the Boards areas.
6. Be the lead enforcement officer for the Boards and Consortium.
7. Maintaining an on-going dialogue with the Chairman of the Board and manage the interface between members and staff.
8. Ensuring that adequate operational (eg risk, contracting, IT, performance, health and safety, HR policies etc.) management systems and policies are in place.
9. Ensuring that the operating objectives, standards of performance, policies and procedures are not only understood but owned by the management and other employees.
10. Providing leadership, management and development of an integrated team of staff.
11. Responsibility for the management and efficient use of the offices.
12. Building and maintaining an effective executive team.
13. Fostering partnership working between each Board and key stakeholders eg ADA, the LLFAs, local District Councils and Unitary Authorities, MPs, Environmental Bodies and the EA.
14. Developing partnership working between the three Boards and ensuring opportunities for efficient and effective joint working are optimised.
15. Clerk duties
 - a. Ensure that the Boards act in compliance with all legal, financial legislation, audit, regulations and any contractual/legal obligations.
 - b. Administer the membership of the Boards and appropriate records are kept of meetings.
 - c. Ensure the electoral and rating registers are valid.
 - d. Review, revise and apply standing orders and financial regulations as approved and adopted by the Boards in accordance with Transparency Act requirements.
 - e. Act as Returning Officer during any elections.

- f. To manage administrative affairs of the Boards and the Consortium, advising the members on administration, procedural and other matters as well as implementing legislation, regulation and policies.

16. Finance duties

- a. To oversee all finance issues of the Boards and the Consortium.
- b. Seek to increase income to the Boards and ensure value for money and that contributions for provided services are maintained at an appropriate level.
- c. Seek efficiencies in all areas of the budget, while retaining ability to fulfil the priorities of the Boards.
- d. To ensure that a rolling 5-year financial forecast for the Boards and Consortium including capital and revenue works is established and maintained.
- e. To produce regular budget monitoring reports and closely monitoring financial position against plans and budgets.
- f. To ensure that financial controls are in place.
- g. To advise the Boards on all matters of financial risk.
- h. Ensure accounts and financial information are prepared for staff and external bodies inc Central Government, Environment Agency etc.
- i. Ensure that the drainage rating and levy system is functioning correctly and information is current.

17. The post holder will also be required to contribute to emergency planning arrangements and ensure that the organisation responds appropriately to emergencies at any time.

Working Environment

The postholder will generally be office based although site visits will be necessary. The post involves significant levels of confidentiality and will, from time to time, have to deal with matters of the highest level of sensitivity.

The postholder will be expected to work some evenings and weekends to cover the duties of the role.

General policies

The post holder will comply with all Consortium policies and procedures relating to working practices including behaviour, equalities, use of equipment, etc.

Health and Safety at Work

All the Consortium's working policies, procedures and instructions relating to health and safety, and all relevant Health and Safety at Work regulations will be considered as part of this job description.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Consortium's Data Protection Policy.

Person Specification

This person specification forms the basis of the selection decisions for candidates and the determination of the salary level offered.

Post Title: Chief Executive Officer

Post No: AB/CEO/22

Date: June 2022

Requirement	Essential or Desirable	Application Form / CV	Interview
Key Skills and Abilities			
Strong leadership skills with ability to lead and inspire staff at all levels	E		
Proven ability to analyse and evaluate complex information to produce organisational solutions	E		
Ability to produce high quality work under pressure and within tight timescales	E		
Excellent interpersonal skills with ability to command the confidence of, and influence, stakeholders and partners	E		
Positive can-do attitude with problem-solving and decision-making skills	E		
Excellent communication skills, able to convey complex messages clearly to a variety of audiences	E		
Negotiating, influencing and tactical skills	E		
Acting as a champion for the organisation that they represent	E		
Ability to form and maintain positive working relationships with a wide range of people at all levels	E		
Flexible, resourceful and committed to high standards of performance	E		
Quick learner, willing to undertake professional development	E		
Track record of successful people management	E		
Innovative thinker	E		
Knowledge and Experience			
Senior level management within an organisation	D		
Knowledge of a range of efficiency measures and their application	D		
Effective preparation and delivery of work programmes and/or business plans keeping staff focused on achievement or targets and timescales	E		
Performance monitoring, reporting and review	E		
Experience of developing and implementing policies and/or strategies that deliver a shared vision taking account of legislation, best practice and local conditions	D		
Planning and delivering projects / programmes	E		
Successful experience of working with Boards and/or committees	E		

Experience of 'clerking' committees and Boards	D		
Giving advice on strategic direction in a complex subject area	D		
Financial and budget management experience	E		
Accountability for budgets	D		
Experience of delivering value for money services	E		
Complying with legislation, enforcement or guidelines	E		
Demonstrable experience of successful change management	E		
Risk Management experience	D		
Working knowledge of human resources	E		
Procurement and contracting experience	E		
Experience of modern business practices and information technology	E		
Working with communities and community engagement	E		
Understanding of working with local authorities, partners and stakeholders	E		
Experience of partnership and stakeholder management at a strategic level	D		
Working within a land drainage and/or flooding function	E		
Knowledge and understanding of both the countryside and urban environments	D		
The functioning of local government, Environment Agency and conservation NGOs	D		
QUALIFICATIONS			
Financial qualification	D		
Management qualification	D		
Degree or equivalent	D		
Evidence of continued professional development	D		
Engineering Qualification	D		

How to apply

Closing date - 12 noon on 24th June 2022.

Applications that are late, incomplete or not submitted as stipulated below cannot be accepted.

Please submit the following documents by email to <mailto:jobs@somersetdb.co.uk> ensuring that you include **“Confidential - Chief Executive Application”** in the subject box.

1. A Covering Letter, addressed to Mr Tony Bradford that addresses the criteria set out in the person specification, using examples to demonstrate how you meet the essential and desirable requirements. Please provide your home, work, mobile and email contact details and let us know of any dates when you are not available or where you may have difficulty with the indicative timetable
2. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly
3. An up to date copy of your CV
4. Candidates Application Form as found on the ‘Notice Board - job vacancy’ section of our website - [Somerset Drainage Boards Consortium](#)

Alternatively, you can send your application in hard copy addressed to the Chair of the Consortium, marked “Staff in Confidence”:

Mr Tony Bradford
Chair of the Somerset Drainage Boards Consortium
Bradbury House
33-34 Market Street
Highbridge
Somerset
TA9 3BW

Applicant packs can be provided in other formats upon request.

The appointments panel will consist of a sub grouping of the Consortium Management Committee and is likely also to include a peer panel member from a similar or partner organisation.