



## **Compliance Officer**

# Candidate Information Pack

Closing date: 4pm – 10<sup>th</sup> April 2026

Thank you for your interest in this role.

*“We are seeking a Compliance Officer with appropriate compliance or regulatory experience. You will have a proven track record in this field and have the ability to deliver efficient, high quality work in an organised and professional manner”*

It is a very interesting and busy time to be considering a career with an Internal Drainage Board, and this is an exciting opportunity for a versatile, professional to join our team.

As an industry Internal Drainage Board's cover 1.2 million hectares of England and 28,000 hectares of Wales. Our primary role is managing drainage, water levels and reducing flood risk in our operational areas.

The role of Compliance Officer will ensure the Board follows the law, industry regulations and internal policies. You will be key to protecting the Board from legal challenge, financial penalties and reputational damage.

Specifically, the successful candidate will be responsible for supervising the development, consent and enforcement control within the District. Additionally, you will draft and update internal policies and create a compliance framework to help the general public understand the Boards requirements.

Additionally, this role will focus on regulatory compliance such as Health and Safety conducting audits, internal H&S reviews and inspections.

This role will develop over time to include a wider support function in governance, risk management and internal controls.

This role will require knowledge and experience of the Town and County Planning Act 1990 and the Land Drainage Act 1991 and an understanding of the H&S at Work etc. Act 1974.

This position will suit someone who has gained their experience working in risk management, regulatory affairs, governance or compliance background.

If you believe you have the skills, experience, and commitment, we would be delighted to receive your application.

Derek Braddy

D. Braddy  
Engineering Manager

## The role and responsibilities of the Compliance Officer

The primary function of this role is to ensure the Board operates within legal and regulatory boundaries, mitigating risk and avoiding penalties. Additionally, this role will be key to ensuring that the Board operates in a compliant, efficient manner. You will work in harmony with the Boards Finance Engineering and Operations teams in delivering these functions.

### Primary responsibilities:

- To ensure planning applications are reviewed in a timely and efficient manner and that responses to the Local Planning Authority are compliant with the Board policies, adequate and timely, supported by the Senior Engineering Officer
- To receive all Land Drainage Act 1991 and Byelaw consent applications, process and reply ensuring they are compliant with the Boards policies
- To liaise with National Infrastructure Projects over development consent orders, consenting requirements and land drainage alterations
- To process and prepare documents for commuted sum payments, wayleaves, adoptions, bonds and legal agreements
- To liaise with members of the public, site owners and developers who will need information and guidance and to provide answers to planning, enforcement and consenting enquiries
- To carry out site visits to ensure granted land drainage consent conditions are complied with
- To attend Planning and Drainage Group meetings held by the Local Planning Authority to determine planning applications and resolve local drainage issues
- To ensure third party compliance with the Land Drainage Act 1991 and its Byelaws: including investigation of reports and complaints of non-compliance/infringements and undertaking initial enforcement proceedings
- To draft new and review existing policies
- To support in the maintenance of accurate records of all planning, consenting and compliance cases
- To support senior officers respond to FOI, data and local government ombudsman requests adequately
- To provide a support role in monitoring/auditing adherence to health and safety legislation, performing site audits to identify risk with the Operations Manager
- To provide a support role in identifying potential hazards and implementing control measures with the Operations Manager
- To provide a support role in investigating accidents, incidents and near misses to determine causes and prevent recurrence with the Operations Manager
- To provide a support role in preparing the annual training programme to ensure employees understand safety procedures
- To assist with the annual review of the Board Health and Safety management system, creating and updating workplace safety policies with the Chief Engineer
- To facilitate six monthly health and safety committee meetings

The following section details the secondary responsibilities that the Compliance Officer will be expected to undertake:

### **Secondary Responsibilities**

- To work with senior officers on governance and ethical standards
- To have a general policy and procedure oversight
- To develop your role in general risk management, identifying and mitigating risks
- To provide a support function in wider audit and internal controls
- To provide support to the Operations Team with environmental and operational compliance
- Help at Board open days, Board inspections and County shows
- Help maintain an excellent central office and wider team communication
- Assist in the response to heavy rainfall events by supporting the Engineering team as necessary

This role will develop over time, with the opportunity to expand the job beyond its current remit.

There will be opportunities for further training which will be assessed, supported, and reviewed through the annual personal development reviews. Full support and training will be provided as you integrate into this role.

You will be expected to thrive and achieve in all aspects of this role, whilst working in harmony, supporting colleagues, and becoming a key member of an efficient effective team.

## Knowledge and qualifications

The following section details the desired knowledge and qualifications for the Compliance Officer:

- Minimum of a Level 4 qualification such as HNC, NVQ, NEBOSH or Level 4 Higher Apprenticeship. Higher qualified candidates will also be considered (essential)
- Ideally you will be professionally qualified or willing to work towards a professional qualification with a professional institution (desirable not essential)
- A good regulatory knowledge with an understanding of industry specific laws, regulations and guidelines (essential)
- Knowledge and ability to create, implement and enforce policy and procedures (essential)
- Knowledge and ability to identify and mitigate risk through internal controls (essential)
- A full, clean driving license (essential)
- A sound understanding of Health and Safety Legislation (essential)
- A sound understanding of the Town and County Planning Act 1990 (desirable not essential)
- An awareness of the Land Drainage Act 1991 and Flood and Water Management Act 2010 (desirable not essential)
- Formal health and safety qualification (desirable not essential)
- Knowledge of the guiding principles on the standards to be upheld when working in a public office (desirable not essential)
- Be able to demonstrate an efficient, methodical and accurate approach to work, in order to develop and maintain excellent systems and processes (essential)

## Skills, abilities and experience

The following section details the desired skills, ability and experience for the Compliance Officer:

- Previous experience in planning, enforcement, legal or compliance systems (essential)
- Have the ethical standards to promote fairness, honesty, integrity and respect when representing the Board (essential)
- Have exceptional problem solving abilities to manage compliance issues when under pressure (essential)
- Demonstrate exceptional ICT experience and ability, in particular managing file databases (essential)
- Experience in using Microsoft 365 platform and the apps held within such as; Word, Excel, Teams, PowerPoint and Outlook (essential)
- Ability and willingness to learn and learn quickly (essential)
- Skill and ability to work in the field unsupervised and complete work to agreed timetables (essential)
- Self-motivation and time management skills (essential)
- Can do attitude and communicates effectively (essential)
- Demonstrate attention to detail and sharp troubleshooting abilities. (essential)
- Have a good command of the English language (essential)
- Excellent teamwork and emotional intelligence skills (essential)
- Be hard-working, versatile and proud of the work you produce and be serious about producing your best quality work for the Board (essential)
- Have the desire to thrive and achieve and be able to demonstrate a commitment to lifelong learning, through continued professional development (essential)

## Remuneration

The Compliance Officer will enjoy the following benefits:

<b>Grade:</b>	Grade 4 - £34,572 to £38,508p.a.
<b>Hours of work:</b>	37 hours per week Typically, 08:00 to 16:00
<b>Leave entitlement:</b>	23 days rising to 27 plus bank holidays, plus three extra statutory days.
<b>Pension:</b>	On commencing employment with the Board, you will be enrolled into the Local Government Pension Scheme (LGPS). The details of which will be made available at interview.
<b>Place of work:</b>	47 Norfolk Street, Boston, Lincolnshire
<b>Vehicle:</b>	Essential car user allowance Band D (£2,684p.a)
<b>Training:</b>	The postholder must be prepared to undergo additional training in relation to the post as and when required
<b>Clothing:</b>	All works clothing and boots supplied
<b>Health:</b>	Subject to initial occupational health medical assessment to determine physical ability to fulfill the role, and ongoing annual occupational health medical assessments
<b>Line Manager:</b>	Engineering Manager

This job description is for general distribution only. Actual job description may change following interview or prior to appointment.

## **Additional notes**

The benefits of this role include a generous salary, pension, vehicle user allowance and leave entitlement which reflects the level of responsibility this role will entail. There will be an opportunity to progress through the pay spine points, however, this will be subject to demonstrating adequate development in the role.

The nature of this role will allow the successful candidate the unique opportunity to shape their job role and take real ownership of the work they are involved in, this will allow them to be innovative in their approach.

Excellent training will be provided and full support provided to develop professional qualifications.

Local travel will be necessary with infrequent national travel. Overnight stays will not be required.

## **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 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 people's expressed beliefs, preferences, and choices in working with others and delivering appropriate services.

Recognise and report behavior that undermines equality under the Boards' policies.

Be consciously aware of own behavior and encourage the same levels of behavior 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.

## The application process

Contact Derek Braddy (Engineering Manager) at the Witham Fourth District I.D.B. Office on 01205 310099 for ~~an~~ informal conversation.

Please submit your C.V. detailing your qualifications and experience and a covering letter of no more than 500 words; detailing why you are applying for the role and what makes you a suitable candidate. Vacancy deadline no later than **4pm 10<sup>th</sup> April 2026**.

**(NB** please include two contacts for reference, one-character reference and one employment reference. They will not be contacted without your permission.)

The employment commencement date will be agreed following an initial occupational health medical assessment to determine physical ability to fulfill the role and to suit the notice period of the successful candidate.

Please submit written applications to the following address marked

**Private & Confidential**

**For the Attention of Derek Braddy, Engineering Manager**

Witham Fourth District Internal Drainage Board

47 Norfolk Street

Boston

PE21 6PP

Or, alternatively, email your applications to [derek@w4idb.co.uk](mailto:derek@w4idb.co.uk)