



**Yorkshire & Humber  
Drainage Boards**

## **VACANCY**

### **Planning & Development Officer**

Yorkshire and Humber Drainage Boards represent 8 public flood risk management authorities. Our work reduces flood risk to thousands of residents, businesses, property, and infrastructure. We operate 81 pumping stations, maintain over 800 miles of watercourses and rivers that drain over 360 square miles. We represent one of the largest groups of flood risk management authorities in the country.

As the land drainage authority for a large part of the region we have an important role in ensuring that developers and others carry out their activities within a regulatory framework, so they do not increase flood risk. We work with 8 local planning authorities, and through the town and country planning process we try to ensure developers meet their obligations; obligations which are ultimately secured through the land drainage consent process.

The successful candidate will be a confident and motivated individual with excellent communication skills. Experience is desirable but not essential as training will be given.

The role comes with a competitive annual salary ranging from **£25,932 to £35,532<sup>1</sup>** (depending on experience). Admission (or continued membership) of the Local Government Pension Scheme, generous annual leave and 3 additional discretionary days.

The post is based at the Boards Offices at Howden.

**The closing date for applications is 15<sup>th</sup> January 2021**

**Interview date 28<sup>th</sup> January 2021 (Provisional)**

For further information please contact:

Russ Towse, Operational & Technical Manager  
91 Bridgegate  
Howden  
East Riding of Yorkshire  
DN14 7JJ

E mail: [jobs@yorkshirehumberdrainage.gov.uk](mailto:jobs@yorkshirehumberdrainage.gov.uk)  
Tel: 01430 430237

**Please note that we will not accept CV's as part of this application process.**

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<sup>1</sup> 2020/21 scales - Inflationary pay rise due in April 2021



## Job Description – Planning & Development Officer

Responsible to: Operational and Technical Manager

Grade: Grade 4 – 6 (£25,932 to £35,532) (Dependant on Experience)

Hours: Monday to Friday (37 Hour Week)

### Main purpose of the role:

- Administer development control, enforcement, and regulatory service areas.

### Key Responsibilities

- Monitor planning consultations and lists from local planning authorities (LPAs) to ensure development proposals comply with YHDB policies.
- Monitor development or other activities that may impact the local land drainage system.
- Administer the land drainage consent application process.
- Support developers and LPA case officers with advice including through site visits.
- Carry out enforcement action including working with the Boards legal team.
- Support the Boards in meeting their ecological and waste management requirements.
- Any other reasonable duties in support of managers or other staff.

### Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	Vocational qualification relevant to role.	Relevant qualification Level 3 (ONC) or above e.g., geography / construction / civil engineering.  Member of relevant professional body.
<b>Experience and Knowledge</b>	Experience relevant to role	Experienced working for a local authority or local authority contractor in a regulatory setting.
<b>Skills and Abilities</b>	Good standard of verbal and written English.  Good IT skills.  Good standard of maths.  Driving licence.	Experienced letter and/or report writer.  Confident speaker and communicator.



## Application Form – Planning & Development Officer

### Personal Details

Title	
Surname	
First Names	
House / Flat Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Landline Number	
Mobile Number	
Email Address	
If appointed, will you be able to produce a passport showing that you are a British Citizen or have a right of abode to stay/work in the UK, or an original document showing your National Insurance number or birth certificate?	
Do you hold a current driving licence?	
Do you have or have you been notified of an endorsement for an offence while driving? (Penalty Points)	
Do you have any unspent criminal convictions? **	

\*As defined in the Rehabilitation of Offenders Act 1974

## Education, Training and Professional Memberships

University/College/School	Qualification Gained	Date
Other Qualifications, Training or CPD	Qualification Gained	Date
Professional Body	Level	Date

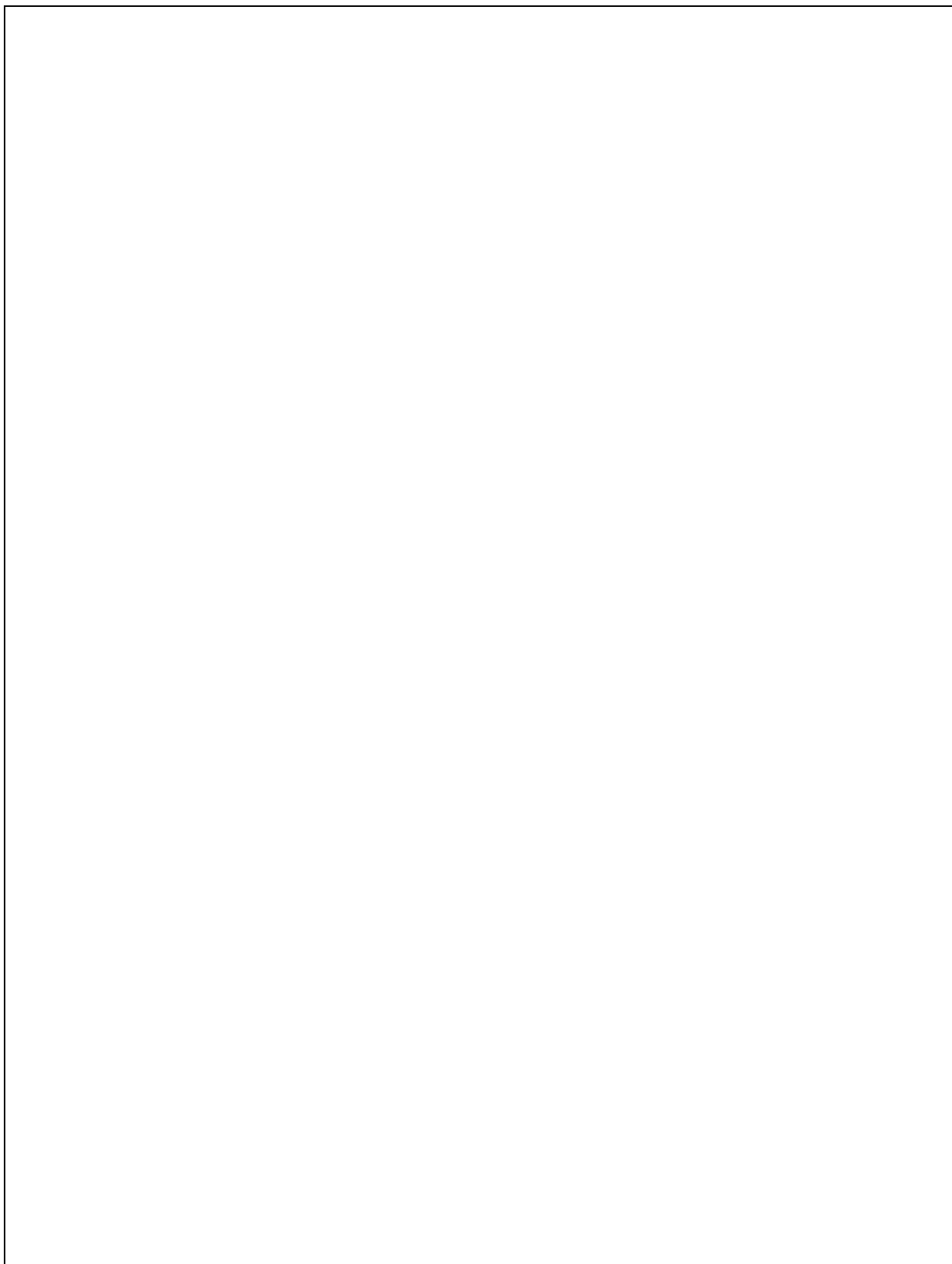
## Employment History

Employer	Position and Summary of Role and Achievements	Year Start /Finish

### Other

<p>Are there any adjustments required should you be invited for interview? If so, please state here:</p>	
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**Please provide a personal statement explaining why you think you are suitable for this role. This should address the essential and desirable criteria set out in the job specification and any other information you consider relevant.**

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page below the instructions.

## References

Please provide two people who can provide references – one of whom should preferably be your present / most recent employer. We will not contact your referees prior to interview.

### Referee 1

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

### Referee 2

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

## Other Information

If there is insufficient room on this form to provide the information requested you may continue a blank sheet. **Do not include a CV.**

## Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

## Declaration

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge all the foregoing information and that submitted in any accompanying document(s) is correct.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return this form via post or email marked confidential to:**

Human Resources  
PRIVATE & CONFIDENTIAL  
Ouse and Humber Drainage Board  
91 Bridgegate  
Howden  
East Yorkshire  
DN14 7JJ  
Email: [jobs@yorkshirehumberdrainage.gov.uk](mailto:jobs@yorkshirehumberdrainage.gov.uk)