



## JOB DESCRIPTION

<b>Job Title</b>	Catchment Management Officer	<b>Grade</b>	4
<b>Version</b>	December 2020		

<b>Reporting To</b>	Catchment and Environment Manager
<b>Department</b>	Catchment and Environment Team
<b>Location</b>	Havant (Water Resource, Leakage and Smart Networks)
<b>Direct Reports</b>	Senior Catchment Management Officer
<b>Responsible for</b>	No staff report to this postholder
<b>Key Interfaces</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Catchment and Environment Team</li> <li>• Liaise with Company Sectary on agricultural tenancies</li> <li>• Liaise Water Quality department</li> <li>• Liaise with Water Resources Lead</li> <li>• Liaise with Regulations Lead</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Most of the work involves liaising with farmers and landowners</li> <li>• Catchment Partnerships</li> <li>• Work with regulatory authorities (e.g. Environment Agency, Natural England/ Catchment Sensitive Farming, NFU and CLA) and other relevant parties</li> </ul>
<b>Purpose of role</b>	To work in the Catchment and Environment Team with the Senior Catchment Officer to deliver the Company's Catchment Management Programme. To advise farmers in Portsmouth Water groundwater catchments to encourage them to reduce or make more efficient use of nutrients in particular nitrogen (and other parameters such as pesticides, turbidity, cryptosporidium) in order to remove the need for treatment for these parameters at Portsmouth Water treatments works. Leading on pollution prevention campaigns related to water quality (e.g. domestic heating oil). Undertaking Planning Application consultations and providing Responses.

## Values and Behaviours

We build success through a collaborative approach and by developing sustainable relationships. We will endeavour to provide a better service for both our internal and external customers and our colleagues. We will achieve this by following the Portsmouth Water core values:

- **Excellence** - Customer service excellence, Commercial awareness, Quality mind-set & drive for results, Innovation & continuous improvement, Adaptable & positive attitude.
- **Integrity** - Planning & organising, Building trust & reliability, Decision making & ownership, communicating clearly.
- **Respect** - Environmental awareness, Co-operative teamwork, Working safely & following the rules.

## Task List

- Assist with the production & delivery of Portsmouth Water catchment incentive schemes (Farmer Capital Grant Scheme and 'Payments for Ecosystem Services' scheme) that rewards farmers in target catchments for adopting farming practices which result in lower nutrient and pesticide losses to groundwater.
- Gain a thorough understanding of each catchment; identify and prioritise water quality risks.
- Delivery of farm engagement visits with Senior Catchment Officer and Natural England's Catchment Sensitive Farming Officer
- Project lead on pollution prevention campaigns (e.g. Oil Care Campaign)
- Catchment Walkover delivery
- Support catchment research and trial work
- Catchment Lead on planning consultations & responses
- Contact farmers, landowners and other stakeholders in each catchment to raise awareness of nutrient issues.
- Lead on certain Health & Safety Risk Assessments related to key responsibilities
- Active support with DWSP Catchment Risk Assessments
- Preparation of internal and external reports
- Support environmental water quality sampling requirements for key project for the Company's (e.g. Havant Thicket Project)
- Attend & contribute to all Catchment Partnership groups within Portsmouth Water's Area of Supply (e.g. East Hampshire Catchment Partnership)
- Attend & contribute South Downs Farmers and other farmer cluster group engagement
- Deliver presentations to stakeholders on Portsmouth Water's catchment management strategy and delivery programme
- Plan & delivery catchment workshops to stakeholders
- Support Senior Catchment Officer and Catchment & Environment Manager in producing and developing department budgets & external grant funding applications

## Key Responsibilities

### Health and Safety

- To comply with all policies and procedures relating to Health and Safety.
- To proactively protect the wellbeing of all members of the Catchment and Environment Team.

### Customer Service

- Delivering excellent customer service when dealing with internal and external customers.
- Encourage proactive and effective communications to help develop and maintain professional relationships with internal and external customers.
- Promoting and demonstrating continuous improvements to procedures/processes/working practices to enhance the level of customer service delivery across all functions of business activity.

### Performance and Service Delivery

- Ensure that all Catchment Management work is undertaken in an appropriate manner with due consideration and planning. That all operations are completed in line with the relevant PW policies/procedures/RAMS.
- To monitor, review and report on all key activities within area of responsibility and recommend process improvements to maintain/enhance PW performance to ensure that all internal and external standards, targets and requirements are achieved/exceeded.

### Personnel

- Encourage a collaborative working culture across all interactions.
- Demonstrate and promotion of PW Company Values and behaviours.
- To provide leadership, support and regular communication to the other members of the Catchment and Environment Team.
- To undertake relevant inspections/audits to ensure team performance and standards are maintained.
- To effectively manage personnel performance and discipline in line with company values.
- Investigation and reporting of any near miss or actual near miss accidents/incidents.

### Compliance

- Encourage compliance with agreed Department KPI's, SLA's and Company WINEP and ODI programme.
- Ensure that all department processes, procedures and standards are met in accordance with specification and to very high and consistent level.

In addition to the above, the role will also include various tasks relevant to this role and will vary depending on business and departmental requirements.

## Person Specification

### Skills, Competencies & Qualifications

- Sound agricultural knowledge
- A degree (or equivalent) in an environmental discipline or a related discipline
- Strong scientific and technical skills in catchment management and water quality
- Ability and experience in talking to and dealing with the farming community is vital
- Knowledge of soils and soil/nutrient/manure management
- Ability to work well both in a team and by oneself representing Portsmouth Water in the field
- Sound Geological and hydrogeological understanding
- Comprehensive computer literacy skills
- Strong administration and organisation skills
- Understanding and experience of working in environmental field and understanding of grant/funding schemes (e.g. agri-environmental schemes)
- Excellent written and verbal communication skills are required
- Full UK driving license required

This role description gives the post holder an understanding of the range of duties to be undertaken as part of the role. It does not detail every activity that will be required of the post holder. Specific tasks and objectives will be agreed with the post holder as necessary according to changing business requirements, priorities, and operational needs.