

Vacancy

Operative (Broads IDB)

Full-Time Permanent Contract based in Martham, Norfolk

Salary £30-40k plus attractive benefits package including:

- Access to the Local Government Pension Scheme (Norfolk Pension Fund)
- Private Medical Scheme
- 24 days holiday, rising in increments to 29 days after 6 years continuous service, (plus New Years Eve and typically 8 days Bank Holiday)

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. IDBs undertake a vast range of vital work to reduce flood risk and manage water in a way that meets the local needs of residents, businesses and agriculture in accordance with their environmental duties whilst enhancing the ecological wellbeing of their districts.

The Broads IDB is part of the Water Management Alliance (WMA), a group of like-minded Internal Drainage Boards (IDBs) 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 regional and national level. An overview of the WMA can be found at: [WMA Promo Video 2022 - YouTube](#)

Working with the Broads IDB Operations Manager, you will deliver maintenance and project work on the ground, to cost, time and quality standards. You will act as a machine operator and be skilled enough to assist with the managing of jobs and working with others to deliver work and build the reputation of the IDB as the delivery partner of choice for local river and drainage work.

Alongside the Broads IDB, the WMA in East Anglia includes the Norfolk Rivers, Waveney, Lower Yare and Lothingland, East Suffolk and Kings Lynn Internal Drainage Boards. To support operations across the WMA travel throughout East Anglia will be required, as well as possible visits to other areas which the WMA is involved in.

For more information about the role, the Broads IDB or the WMA please see our website www.wlma.org.uk or contact Tom Hunter on 07825 977474.

To apply, please send your cv and a brief covering letter to tom.hunter@wlma.org.uk

Closing date for receipt of applications: Tuesday 2nd April 2024.

Job Description

Job title:	Operative
Team/Section:	Operations
Location:	Martham, Norfolk
Responsible to:	Operations Manager – Broads IDB
Hours/ Pay:	Full-time: 40 hours per week, Salary range £30-40k
Employer:	Broads IDB

Context

Internal Drainage Boards (“IDBs”) are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. IDBs undertake a vast range of vital work to reduce flood risk and manage water in a way that meets the local needs of residents, businesses and agriculture in accordance with their environmental duties whilst enhancing the ecological wellbeing of their districts.

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

Working with the Broads IDB Operations Manager, the **Operative** will deliver maintenance and project work on the ground, to cost, time and quality standards. You will act as a machine operator and be skilled enough to assist with the managing of jobs and working with others to deliver work and build the reputation of the IDB as the delivery partner of choice for local river and drainage work.

The Broads IDB will be the employer of the **Operative**. Other Internal Drainage Boards within the WMA East Anglia includes Norfolk Rivers, Waveney, Lower Yare and Louthland, East Suffolk and Kings Lynn Internal Drainage Boards. From time to time you will need to work to support operations in these other IDB districts so travel throughout East Anglia will be required, as well as possible visits to other areas which the WMA is involved in.

You will be involved in watercourse maintenance, river restorations, small civils jobs as well as other drainage related work and be responsible for undertaking a variety of roles, which will include but not be limited to;

- Acting as a working foreman for works on the ground. Driving mechanical plant including 360 excavators, whilst also assisting the operations manager to ensure works are being completed in accordance with the designs provided and in line with safety and environmental regulations and policy.
- Using survey and levelling equipment, ensure works are completed correctly as per designs.
- Ensuring machines are fuelled and pressure washed before being moved between catchments. If required you will be able to order materials, fuel and provisions for site.
- Being required to undertake hand clearance work of watercourses and to undertake general duties as required to ensure the team meet time, quality and safety standards.
- Being involved in incident response work and be willing to go above and beyond normal working duties during periods of challenge.

Main Duties/Responsibilities
<p>The Operative is responsible to the Operations Manager for: -</p> <ol style="list-style-type: none"> 1. The items set out above. 2. Complying with the Board's Health and Safety Policy, Risk Assessments and duties. You will also be proactive in supporting the Area manager with safety ideas and initiatives. 3. Complying with the Board's Environmental Policy, Risk Assessments and duties. 4. Complying with the Board's Record Keeping Policy and duties. 5. To ensure that the Operations Manager is at all times kept informed of issues that relate to the smooth and efficient running of the Board's plant. 6. Achieving targets as set from time to time by the Operations Manager and Area Manager and undertaking any other duties as may reasonably be required. 7. Responding to emergencies and other out of hours and unplanned work in accordance with the Board's Emergency procedures, as and when required by the Operations Manager. 8. Assisting with the management of specific projects in the field, as determined from time to time by the Operations Manager. 9. Ensuring that operatives and/or contractors strictly comply with the Board's Environmental and Health and Safety Policies/Risk Assessments when supervising others. 10. Carrying out any other duties that may be required from time to time, as instructed.
Person Specification
Qualifications/Experience
<ul style="list-style-type: none"> • Must hold a valid residency and be able to live and work in the UK. • Full, clean driving licence with towing. • Experienced machine operator and hold a CPCS, Lantra or NPORS ticket for operation of a 360 above and below 8T. • Dumper tickets are also advantageous but not essential. • Experience in the use of mechanical grass cutters, reform, is advantageous. • Must have a CSCS card or SMSTS qualification or be willing to undertake training to obtain this. • A chainsaw ticket is an advantage but not essential, but you must be willing to train for this if not held. • First Aid certificate or be willing to be trained and be able to administer First Aid.

Skills/ Experience	
<ul style="list-style-type: none"> You will be positive and proactive in ensuring jobs are run efficiently and effectively. Knowledge of the Broadland area is an advantage Must be a team player and able to work with others both internally and externally to resolve problems. Must have an understanding of Drainage Boards and their function. Must have knowledge of Environmental and Conservation issues. Must have an appreciation and respect for health and safety rules and legislation. Must be experienced in towing and with 4x4 use. Experienced in strimming and vegetation management. Must be able to demonstrate sound Interpersonal and communication skills and be diplomatic. Must be able to read and write and be able to record activities on paper as required. Must be willing to work out of hours on a roster with other members of the team. 	
Additional Information	
<ul style="list-style-type: none"> 24 days holiday, rising in increments to 29 days after 6 years continuous service (plus New Years Eve and typically 8 days Bank Holiday) A company vehicle will be provided during hours of work for the purpose of Board work. Private Medical Scheme Access to the Local Government Pension Scheme (Norfolk Pension Fund) 	

Declaration and acknowledgement

I confirm that, as of the date stated below, the information in this job description is accurate and reflects the requirement of the role. Please note the details of the job description should be updated should substantive changes to the role occur or be proposed.

Line Manager: Phil Semmence (Operations Manager Broads IDB)

Date: 18/03/2024