



## Job Description

<b>Job title:</b>	Flood Risk Engineer
<b>Team/Section:</b>	WMA Eastern
<b>Location:</b>	Norwich or Martham, Norfolk
<b>Responsible to:</b>	Area Manager- East Anglia
<b>Salary:</b>	£30,000 to £35,000
<b>Hours</b>	37 hours per week (Full Time)

## Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the Anglian Region of the United Kingdom 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 a national and regional level.

**Internal Drainage Boards (“IDBs”)** are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

## Role Overview

Working in the East of England, this is a fantastic opportunity for a career in water engineering management. We are looking for an enthusiastic individual who is willing to learn and be a part of a hard-working team.

## Role Description

The Flood Risk Engineer is a key part of the operations team. The purpose of the role is to support the Operations Managers in the development and delivery maintenance programs, and to work with the Partnership Project Engineers and Area Manager provide engineering and practical input projects that improve the function or environment of the area.

Core tasks include:

- Assessing the requirement for work based on the maintenance programmes for the relevant Board

- Developing AutoCAD drawings and safety paperwork
- Being involved in the briefing of work on site and managing the delivery of routine maintenance on the ground
- Liaising with landowners and 3rd parties on the Board plans for work
- Being involved in the delivery of environmental engineering projects, such as river restorations and improvements, as well as other civil engineering work. This will also include assisting with budgeting and tendering activities and monitoring work on site.
- Providing support on all engineering and operations delivery matters.
- Assisting with the running of the drainage boards within the Eastern region. This will include involvement with the maintenance, repair and replacement of the Boards assets.
- Delivery of work on site and in the workshop, in a safe, lawful and competent manner in accordance with the Board's procedures, policies and standards. Lead by example and be involved in the continuous improvement of the standards we work to.
- Involvement with the preparation and promoting of grant applications/work programmes for submission to DEFRA/EA and other bodies.
- Working with partners, community groups and stakeholders to design and deliver successful projects and work programmes.
- Liaising with Finance and Operations Delivery team to assist in the preparation of budgets.
- Preparing work in line with work programmes and liaising with the Operations Manager and Technical Support team accordingly.
- Responding at times of emergency, as and when necessary or required.
- Dealing with queries, undertaking routine correspondence and liaising with the public.
- Assisting with the preparation of reports for Board meetings and representing the Boards at attending internal and external meetings as and when required.
- Preparing ad hoc reports, completing forms and responding to various requests for information as required.
- Maintaining and updating databases, the asset registers, asset condition assessments, sundry records. Liaising with the Data Manager to this end.
- Liaising with the Environmental Team to obtain assent from Natural England prior to undertaking works, as necessary, ensuring work programmes are designed and timed to be undertaken appropriately within the law.
- Liaising with the ICT Team to maintain the integrity of all data relating to the Boards' drainage infrastructure.
- Working closely with other Area Managers and Project Delivery Teams both internal and external to the Water Management Alliance to share best practice.
- Providing technical support cover elsewhere within the Water Management Alliance, as and when required by the Area Manager.
- Keeping knowledge current and up to date, by way of continuous professional development (CPD). Time and access to relevant training courses will be provided, however you will also be expected to invest a significant amount of your own time.
- Carrying out specific projects, research and any other duties that may reasonably be required by the Area Manager, the Chief Executive or the Board.

### Person Specification

#### Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• A relevant degree or HND/HNC in an engineering, geographical or water management-related subject <b>OR</b> significant relevant industry experience.</li> <li>• Membership with a professional accreditation body (e.g. ICE, CIWEM)</li> </ul>	<ul style="list-style-type: none"> <li>• A master's degree in an engineering, geographical or water management-related subject</li> <li>• Chartership status with a professional accreditation body (e.g. ICE or CIWEM).</li> <li>• Construction site safety qualifications (e.g. CSCS card, SMSTS, IOSH)</li> </ul>

Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A minimum of two years' experience working in a technical role within the water or construction industry, a Local Authority or a risk management authority such as the Environment Agency.</li> <li>• Experience liaising, corresponding and negotiating with a variety of stakeholders.</li> <li>• Experience in producing technical drawings</li> <li>• Experience interpreting plans, model outputs and other technical information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with land drainage engineering techniques and surface water management.</li> <li>• Experience in managing projects, budgets, consultants and public expectation</li> <li>• Experience in producing basic bills of quantities and cost estimates</li> <li>• Experience in producing method statements and risk assessments</li> </ul>
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to competently use computer software such as Microsoft packages</li> <li>• Ability to analyse, interpret and communicate complex material, as well as having a methodical approach to work, demonstrating an attention to detail as well as accuracy in record keeping.</li> <li>• Well-developed written and spoken communication skills (including letter writing, presentation skills and interpersonal communication).</li> <li>• Ability to work well with others both internally and externally</li> <li>• Ability to prioritise effectively and organise workloads to meet deadlines and to remain calm under pressure.</li> <li>• Awareness of Health and Safety and Environmental legislation and regulation</li> <li>• A full and valid driving licence.</li> <li>• Ability to work independently</li> <li>• Outcome focused and able to provide practical solutions to complex issues.</li> <li>• Enthusiastic, positive, willing to learn and to take the opportunities presented to them.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce technical drawings using AutoCAD software</li> <li>• Knowledge of GIS software</li> <li>• Ability to collect data and set out using survey equipment</li> <li>• Knowledge of drainage, flood and coastal defence and water level management.</li> <li>• Understanding of CDM regulations</li> </ul>
Other Job Information (e.g. any special factors or constraints)	
<ul style="list-style-type: none"> <li>• You must be physically fit to walk around watercourse and drainage catchments sometimes in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation.</li> <li>• On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Water Management Alliance and its member Boards at public meetings, events and committees.</li> </ul>	

- All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies
- 24 days holiday, rising in increments to 29 days after 6 years continuous service (plus Christmas Eve, New Years Eve and typically 8 days Bank Holiday)
- 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 will be updated should substantive changes to the role occur or be proposed.

Line Manager: Tom Hunter

Position: Area Manager WMA East

Date: 07/11/2025