

Job Description

Job title:	Engineering & Operations Assistant (Flood Risk Engineer)
Team/Section:	South Holland Internal Drainage Board (SHIDB)
Department:	Engineering and Operations Team
Location:	South Holland IDB Drainage District
Responsible to:	Area Manager, SHIDB
Responsible for:	No line management responsibilities
Grade/Salary:	£25,000 to £35,000 (dependent upon experience) + Essential Car User Allowance of £252.16 per month
Duration:	Full time, Permanent – 37 hours per week
Employer:	South Holland IDB trading as the Water Management Alliance

Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the Anglian Region of England 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.

The SHIDB Engineering and Operations Team works alongside Environmental and Sustainable Development Teams, as well as other WMA Operatives, to ensure that the Board’s systems function adequately to manage the water levels within the South Holland Internal Drainage District and in accordance with the Board’s Health & Safety and Environmental Policies.

As a **SHIDB Engineering & Operations Assistant** you will be based at the Holbeach office as part of the Engineering and Operations Team and will be expected to work across the whole SHIDB district, as well, at times, to travel to any office within the WMA area.

Main Responsibilities

Engineering and Operations

- Assisting the Area Manager with the day to day running of the Engineering and Operations team.
- Dealing with enquiries from Board members, rate payers and the general public.
- Carrying out level surveys, drawings, setting out on site, and supervising work on site, under the instruction of the Area Manager.
- Liaising with other Risk Management Authorities.
- Fortnightly water quality monitoring for salinity and dissolved oxygen, and maintaining the record of these readings.
- Quarterly nitrate sampling around the Board's catchments, and maintaining the record of these readings.
- Daily rainfall readings and maintenance of the rainfall record.
- Assisting with planning of Capital and Maintenance works, including arranging for access, sending out notices, producing and collating risk assessments and safe systems of work.
- Assisting colleagues in the Planning and Compliance team and Environmental team, under the instruction of the Area Manager.
- Maintaining and updating Health and Safety records including RAMS, risk assessments and COSHH records.
- Delivery of Toolbox talks and briefings.
- Completion of monthly testing and checks across various topics.
- Maintaining and updating the calibration and Portable Appliance testing records.
- Maintaining the Insurance Inspection records for lifting equipment, compressors, local exhaust ventilation etc.
- Supporting Operations activities including Sluice Operation.
- Coordination of Asset Management of all Board water control structures.
- Coordination of the Boards online mapping system.
- Involvement in tender processes and site utility management.
- Active involvement in board projects.
- Analysis of IDB data and producing reports.
- Completion & coordination of board access correspondence & compensation.
- Coordinating environmental activities with the Environmental team.
- Assist in producing board reports.
- Active role in committees, forums and flood response groups.
- Monitoring of sites and telemetry systems.
- General office duties.

This list is not exhaustive and the role is subject to additional duties and work activities as determined by the Area Manager.

Person Specification	
Qualifications	
Essential	Desirable
• Good grades in GCSEs (grade C/4 and above) particularly in English and Maths	• HNC in Civil Engineering or equivalent • Health and Safety qualification
Experience	
Essential	Desirable
	• Previous office or site experience. • Previous IDB or other Risk Management Authority experience.
Skills/Knowledge	
Essential	Desirable
• Must hold a full/valid UK driving licence and be prepared to travel across the district for the purpose of Board business. • Must have excellent interpersonal and diplomacy skills and be a team player. • Must be a practical, pragmatic, individual that is keen to learn/undertake all aspects of a developing role. • Must be able to work effectively using initiative and be a hard worker. • Must be able to read a map. • Must have excellent timekeeping, be prompt and have positive outlook on the day. • Must be able to use computer software, such as Microsoft Outlook, Excel and Word. • Must be able to use a Tablet.	• Be able to read and interpret scaled drawings and plans. • Have knowledge/experience of surveying and CAD drawing.

Other Job Information *(e.g. any special factors or constraints)*

- You must be physically fit and be able to work, walk around, and access watercourse and drainage catchments in all weather conditions. You must be able to swim.
- The post holder will be expected to provide 24/7 cover in a flood event.
- All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers and landowners.
- Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation.
- Training will be provided by the board to upskill the successful individual where required. You must be willing to complete training provided by the board.

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.

Line Manager:	Karl Vines
Position:	Area Manager, South Holland IDB
Date:	12/09/2025