



KING'S LYNN DRAINAGE BOARD

PROJECT ENGINEER

COMPETITIVE SALARY (BETWEEN £55K AND 65K) PLUS ATTRACTIVE BENEFITS PACKAGE

The Board is looking to appoint a Project Engineer with sound engineering/technical knowledge and strong project management experience to promote and deliver its capital programme (valued at c£50m over the next 3 years). Experience of managing capital projects, together with a proven track record of delivering across the full project life cycle is essential. Excellent communication and interpersonal skills are a prerequisite, as you will be required to work alongside and in partnership with other Risk Management Authorities, consultants and contractors.

King's Lynn Drainage Board has operational responsibility for providing drainage, flood risk and water level management services to some 36,000 hectares of North West Norfolk in East Anglia. The Board's area includes some of the most rapidly developing conurbations in the country and some of the most fertile arable land in Europe.

For more information about this opportunity please contact Phil Camamile (Chief Executive) on 01553 819600. To apply please visit our website to download an application pack:

<https://www.wlma.org.uk/career-opportunities/>. Please return completed applications by email to info@wlma.org.uk or alternatively by post to the Board's office at Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH, Norfolk. Closing date for receipt of applications is 20 October 2017.

JOB DESCRIPTION

Job Title: Project Engineer

Department: Technical Support

Reporting to: Chief Executive

Responsible for: No line management responsibilities

Location: King's Lynn

Salary: £55K - £65K

Key purpose:

The Project Engineer is responsible to the Chief Executive for:

1. Supporting delivery of the Board's Business Plan:
https://www.wlma.org.uk/uploads/KLIDB_Policy_Statement.pdf
2. Promoting and developing the capital programme.
3. Obtaining grants and third party contributions to help fund the capital programme.
4. Delivering the capital programme on time and within budget.

Qualifications:

The successful applicant will hold/be working towards a relevant professional qualification, for example:

1. Project Management (PRINCE2) / Business Management (CMI),
2. NEBOSH National General Certificate in Occupational Safety and Health (or equivalent),
3. Chartered Engineer (CEng MICE or CEng MIWEM).

Skills:

1. Must have excellent Interpersonal, communication, presentation and diplomacy skills.
2. Must be able to work with others at all levels both internally and externally to effectively manage all partners within the project team.
3. Must have experience of working with project methodologies such as PRINCE2 or similar.
4. Must be able to manage budgets.
5. Must be cool, calm and patient and able to manage stress and a heavy work load.

JOB DESCRIPTION

6. Must have effective time management skills, brevity being key.
7. Must have the ability to resolve conflict and negotiate compromise within the project team to ensure timely project completion.
8. Must have sound technical ability as a Water/Hydraulic Engineer and a Project Engineer.
9. Must have sound knowledge of Health and Safety Legislation.
10. Must have sound knowledge of Environmental Legislation.
11. Must be able to use Computer Software such as Microsoft Outlook, Access, Excel, Project, Word and Internet Explorer, ArcView GIS, Hec-ras and CAD.
12. Must understand the operating environment and framework within which RMAs/IDBs operate and as a consequence be able to effectively prioritise the work load and obligations accordingly.
13. Must have a full, valid UK driving licence.

Experience:

1. The successful applicant will have a minimum of 3 year's experience working at a senior level in a project management role, preferably within the Flood and Coastal Erosion Risk Management Industry.
2. The successful applicant will have a minimum of 3 years' experience managing project teams, complex projects and budgets.
3. The successful applicant will ideally have some local knowledge of the drainage district and its hydraulic catchment.

Main Duties:

1. Management and control of the delivery of multiple concurrent projects.
2. Management of the full project life cycle.
3. Maintaining regular and effective communication with the Board's consultants, contractors and RMAs associated with each project.
4. Working with the Board and its partners to determine and manage project scope, risks, milestones and deliverables.
5. Working with the Board and its partners to identify and resolve issues.
6. Managing and tracking project costs to keep within budget and ensure grant is applied for. Liaise with the Finance Officer to this end.

28 September 2017

JOB DESCRIPTION

7. Preparing regular progress reports for the Chief Executive / Board and attend meetings as and when required.
8. Ensuring that the work carried out on site is done safely, lawfully, competently and in accordance with the Board's procedures, policies and standards.
9. Liaising with the Data Manager to maintain the integrity of all data relating to the Boards' drainage infrastructure.
10. Working closely with and for other Technical Support staff within and external to the Water Management Alliance, to share knowledge and best practice.
11. 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 may be expected to invest a significant amount of your own time as well.
12. Any other duties that may reasonably be required by the Chief Executive or the Board.

This list of duties is not exhaustive and will be subject to change/periodic review.

APPLICATION FORM

KING'S LYNN DRAINAGE BOARD

POSITION APPLIED FOR: PROJECT ENGINEER

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Contact Tel. No:	Mobile Tel No.		
Email:			
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Have you ever worked for this business before?			YES/NO
If YES, please give full details			
Have you applied for employment with this business before?			YES/NO
Do you need a work permit to take up employment in the U.K.?			YES/NO
How much notice are you required to give to your current employer?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for Leaving:			
Length of Service:	From:	To:	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
------------	-------

REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

--