



## **JOB VACANCY: Engineering and Operations Technical/Admin Assistant**

**ANNUAL SALARY: £20,000 - £30,000 PLUS ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen for an **Engineering and Operations Technical/Admin Assistant** to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). This opportunity is to work as a Technical/Admin assistant within the Engineering and Operations Delivery Team of the **South Holland IDB**.

You will be working both in the office and, at times, out on site. The role will involve assisting the Catchment Engineer with the day to day running of the Engineers department as well as assisting with the planning and delivery of Operational activities. You will be required to deal with the public, other risk management authorities, and other departments within the WMA. The technical aspects of the role will include the undertaking of level surveys, producing drawings, setting out works on site, water quality testing for salinity and nitrates, amongst other things. A certain amount of administrative work is also included in maintaining records of the above activities, as well as maintaining up to date records for Health and Safety, Environment, planning access for operational activities, and the general workings of an IDB. In unusual circumstances, during periods of heavy rainfall, or other emergencies, you may be required to work outside of the normal working day, to assist in the Board's emergency response to the situation. While some experience working within the water drainage industries would be desirable, we recognise that this role may attract candidates from across a number of disciplines, and training can be provided.

The appointment offers a competitive salary depending on qualifications and experience, together with access to BUPA and the Local Government Pension Scheme, and the opportunity to progress as the business develops.

For more information about the WMA, South Holland IDB and this position please see the job description and person specification below. Please also feel free to contact Karl Vines, Catchment Engineer, on 01406 421708 or [Karl.Vines@wlma.org.uk](mailto:Karl.Vines@wlma.org.uk) with any questions regarding the opportunity.

The application form can be found at <https://www.wlma.org.uk/career-opportunities/>.

Please return your completed application by email to [Karl.Vines@wlma.org.uk](mailto:Karl.Vines@wlma.org.uk) or alternatively by post to the Board's office at South Holland IDB, Marsh Reeves, Foxes Lowe Road, Holbeach, Spalding, Lincs, PE12 7PA.

**The closing date for receipt of applications is noon on 14 June 2021.**

We look forward to receiving your application.

## Job Description

<b>Job title:</b>	Engineering and Operations Technical/Admin Assistant
<b>Team/Section:</b>	South Holland Internal Drainage Board (SHIDB)
<b>Department:</b>	Engineering and Operations Team
<b>Location:</b>	South Holland IDB Drainage District: Marsh Reeves, Foxes Lowe Rd, Holbeach, Spalding, Lincs. PE12 7PA
<b>Responsible to:</b>	Catchment Engineer, SHIDB
<b>Responsible for:</b>	No line management responsibilities
<b>Grade/Salary:</b>	£20,000 to £30,000 (dependent upon experience)
<b>Duration:</b>	Full time, Permanent
<b>Employer:</b>	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 and Operations Technical/Admin 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, and at times, to travel to the WMA Head Office at Kings Lynn.

## Main Responsibilities

### Engineering and Operations

- Assisting the Catchment Engineer 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 Catchment Engineer.
- 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 Catchment Engineer.
- Maintaining and updating the risk assessment and COSHH records.
- Undertaking Tool-box Talks with Board Operatives to convey relevant risk assessments and safe systems of work.
- Maintaining and updating the calibration and Portable Appliance testing records.
- Maintaining the Insurance Inspection records for lifting equipment, compressors, local exhaust ventilation etc.
- General office duties.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good grades in GCSEs (grade C and above) particularly in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• HNC in Civil Engineering or equivalent</li> <li>• Health and Safety qualification</li> </ul>
Experience, Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Must hold a full/valid UK driving licence and be prepared to travel across the district for the purpose of Board business.</li> <li>• Must have excellent interpersonal and diplomacy skills and be a team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous office or site experience</li> <li>• Previous IDB or other Risk Management Authority experience</li> <li>• Be able to read and interpret scaled drawings and plans.</li> <li>• Have knowledge/experience of surveying and CAD drawing.</li> </ul>

<ul style="list-style-type: none"> <li>• Must be a practical, pragmatic, individual that is keen to learn/undertake all aspects of the role.</li> <li>• Must be able to work effectively using initiative and be a hard worker.</li> <li>• Must be able to read a map.</li> <li>• Must have excellent timekeeping, be prompt and have positive outlook on the day.</li> <li>• Must be able to use computer software, such as Microsoft Outlook, Excel and Word.</li> </ul>	
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Other Job Information (e.g. any special factors or constraints)	
<ul style="list-style-type: none"> <li>• You must be physically fit and be able to work, walk around and access watercourse and drainage catchments in all weather conditions.</li> <li>• The post holder will be expected to provide 24/7 cover in a flood event.</li> <li>• 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.</li> <li>• Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation.</li> </ul>	

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:	Karl Vines
Position:	Catchment Engineer, South Holland IDB
Date:	20/05/2021