

Job Description

Job title:	Deputy Area Manager (WMA East Anglia)
Team/Section:	Operations
Department:	Operations
Location:	Martham, East Anglia
Responsible to:	Area Manager (WMA East Anglia)
Line Management:	Operations Managers and MEICA Manager
Hours:	Full Time: 37 hours per week
Grade/Salary:	£40-60K (dependent upon qualifications and experience) + car allowance
Employer:	King's Lynn IDB trading as the Water Management Alliance

Context

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 **Operations Team** is responsible for the overall functioning of the Boards operations, such that they are delivered safely to time and quality standards. This will include routine maintenance work as well as construction projects and rechargeable works

As **Deputy Area Manager** you will work with the Area Manager, the Board’s Operations Managers, MEICA Manager and WMA Team to assist with delivery of IDB operations.

You will be involved in the decision-making process when setting priorities, strategic direction and delivery, and will engage with both the operations team and senior managers at regular intervals.

You will often be required to engage and influence key partners, representing the IDB and our interests in both private and public forums. As such you will have excellent communication skills and be able to present on complex matters.

You will work with the Area Manager to deliver the strategic objectives of the IDB and to utilise our resources in an efficient and effective way. You will be proactive, ambitious and strategic, being able to appreciate the bigger picture within the details of operational management.

You will be involved in incident response work and be willing to go above and beyond normal working hours and working duties during periods of challenge.

You will manage works for third parties and be entrepreneurial in your ability to find work, seek opportunities and liaise with partners. When needed you will develop projects and will have the ability to run them if required.

WMA East Anglia includes Norfolk Rivers IDB, Broads IDB, Waveney, Lower Yare & Lothingland IDB, East Suffolk IDB, Kings Lynn IDB in association with the Bedford group of IDBs. You will be required to travel across East Anglia and will be required to visit other areas, which the WMA is involved in.

Main Responsibilities

The Deputy Area Manager will report to the Area Manager and will:

1. Work with the Area Manager, Operations Managers and partners to identify and prioritise the need for capital work in their area, and then, if approved by the CEO:
 - (a) Handover the project to, and liaise with the Project Development Team, if the project cannot be financed alone from rates and levies, IDB reserves, and third-party contributions from long established partners, and/or the project requires multiple partners to deliver the preferred outcome.
 - (b) Please note that when a project needs grant and/or a public works loan to finance the work/study (in whole or in part), it should always be passed over to the Project Development Team, or WMAs Project Delivery Team.
 - (c) Handover the project to and liaise with the Project Delivery Team, if the project can be financed internally and has been approved by the Board but is too specialised/resource intensive to be delivered by the Area team, or
 - (d) Deliver and finance the project if approved by the Board using the Area's ops-delivery resources (including its consultants and contractors) and the Board's finances.
2. Be a champion of Health & Safety. Proactively work with the Area Manager, Operations Manager(s), the WMA Group's Health & Safety Consultant and each IDB's Champion to drive Health and Safety in the workplace as well as any initiatives or support work required. (This will cover all works directly commissioned/controlled by the area but will exclude all capital work commissioned/controlled by the WMA Group's Project Delivery Team).
3. Liaise closely with the WMA Group's Environmental Manager and the Environmental Performance Team to ensure that all work carried out within the area(s) is always carbon efficient and subject to environmental assessment (before, during and after) and ensure the Operations Managers/Operations Teams always comply with the recommendations and requirements of the Environmental Team (to cover all works directly commissioned /controlled by the area but excluding all capital work commissioned/controlled by the WMA Group's Project Delivery Team).
4. Liaise closely with the WMA Group's Sustainable Development Manager and the Sustainable Development Team to ensure all development within the area(s) (including unconsented development) is notified to that team as soon as possible.
5. Support the WMA Group's Sustainable Development Team to assist with, help and advise on Land Drainage Consent applications, planning & enforcement issues, and use the Areas knowledge and experience to ensure the best possible outcomes are always achieved for the constituent IDBs (to cover all routine applications/enforcement works but excluding all

planning & enforcement matters associated with capital projects commissioned/controlled by the WMA Group's Project Delivery Team).

6. Work with the Area Manager to ensure all maintenance work approved by the Boards is delivered on time and to budget, which includes maintenance of fixed and mobile plant and vehicles.
7. Assist the Area Manager to prepare and manage all maintenance and rechargeable work programmes and budgets.
8. Assist the Area Manager with the coordination and management of all incident response work 24/7 and liaise with IDB Chairs, Operations Manager(s), external agencies, and Category 1 & 2 Responders.
9. Assist the Area Manager to prepare all mobile plant procurement programmes by liaising with the Operations Manager(s), Board(s) and Board Committees, and then request the procurement lead for the WMA Group to purchase/trade-in/sell the equipment, in accordance with each WMA Member Board's Financial Regulations.
10. Assist the Area Manager in responding to and dealing with all complaints in the area.
11. Manage and deal with all operational issues that arise in the area, as requested by the Area Manager.
12. Assist in the preparation of Area Engineering/Operations Reports for all constituent WMA Member Board meetings. Attend WMA meetings and partner/stakeholder meetings as and when required.
13. Work closely with the other WMA Area Managers to share best practice and deputise for each other when necessary, and liaise with the WMA Group's centralised Planning, Environmental, Finance & Rating, ICT and Business Support Teams, as and when required.
14. Ensure the Operations Manager(s) and Works Supervisor(s) within the Area work closely to share best practice/lessons learned and deputise for each other when necessary.
15. Deputise for the Area Manager when required.
16. Carryout any other tasks that may reasonably be required.

Person Specification	
Qualifications/ Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Must be able to demonstrate sound interpersonal and communication skills, be diplomatic and positive in their outlook • Competent IT skills including Microsoft packages, with a particularly thorough understanding of Excel • Confidence to present to an audience as required • A full and valid UK driving licence • Degree qualified in engineering (Civil preferred) or equivalent 	<ul style="list-style-type: none"> • SMSTS Site Manager • CSCS qualified
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Have some knowledge of Drainage/Water Level Pumping Plant, Mobile Plant, Machinery and Equipment • Have an understanding of Drainage Boards and their function • A consistent well-presented, positive, polite, and professional manner • Ability to proactively prioritise and organise workloads to meet deadlines • Have knowledge of the relevant Environmental and Conservation issues of the area and industry • Have a thorough knowledge of Health and Safety Legislation and Regulation • Able to work professionally with others at all levels, both internally and externally 	

Additional Information

- Must be willing out of hours on a roster with other members of the team
- Must hold a valid residency and be able to live and work in the UK
- 24 days holiday, rising in increments to 29 days after 6 years, plus 8 days Bank Holiday
- Access to Private Medical Scheme
- Access to the Local Government Pension Scheme (Norfolk Pension Fund)
- Free onsite parking at the offices in King's Lynn and Martham

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:	Matthew Philpot
Position:	Area Manager (East Anglia)
Date:	27/04/2022

Application Submission Information

For more information about the WMA and this position please visit our website: www.wlma.org.uk or contact Matthew Philpot (Area Manager, WMA East Anglia) matthew.philpot@wlma.org.uk.

Please submit your CV and a covering letter by email to matthew.philpot@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.

The closing date for receipt of applications is noon on **6th June 2022**.

We look forward to receiving your application.