

Job Description

Job title:	Partnership Projects Engineer
Team/Section:	WMA East Anglia
Department:	East Anglia WMA
Location:	Norwich or Martham
Responsible to:	Area Manager
Hours:	Full-Time: 37 hours per week
Grade/Salary:	£35,000 to £55,000 (dependent upon qualifications and experience)
Employer:	King's Lynn IDB trading as the Water Management Alliance

Context

The **Water Management Alliance (WMA)** is a group of like-minded Internal Drainage Boards (IDBs) 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 regional and national level.

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. IDBs undertake a vast range of vital work to reduce flood risk and manage water in a way that meets the local needs of residents, businesses and agriculture in accordance with their environmental duties whilst enhancing the ecological wellbeing of their districts.

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.

The **Partnership Projects Engineer** is responsible for:

Helping to develop and deliver the Boards' recharge work programmes through:

- Working with our partners to design projects that deliver water management benefits
- Work with the operations teams to enable the delivery of the schemes on site.
- Administering the relevant contracts and agreements
- Producing AutoCAD drawings and safety paperwork
- Assisting with the financial management of projects

You will primarily be working in Norfolk and Suffolk, based at a WMA office in Martham or Norwich with some hybrid working possible. This will be a great opportunity to be involved in a diverse range of work from river restoration to flood defence work, maintenance contracts to incident response. You will be involved in all stages of the project from budgeting and tendering activities, to design and implementation, monitoring work on site and providing support on all engineering and operations delivery matters.

Main Duties/Responsibilities

- 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.
- 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 team to assist in the preparation, management and reporting of project budgets.
- 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 internal and external meetings as and when required.
- Coordinating and liaising with our supply chain - contractors and consultants to aid efficient and timely delivery of projects.
- Being aware of the required 3rd party consents and constraints upon our project delivery and having the ability to obtain these permissions in a timely manner in accordance with the delivery programme.
- Be the project manager / lead for specific standalone projects and or support the existing Engineers to do the same.
- Adherence to all relevant health, safety and environmental standards and legal requirements as set by the Board and wider industry. To be an advocate of high standards of health, safety and environment and impress this upon the working project teams established to achieve the maximum outcomes for people, project and the environment.
- 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/Experience
<p>The successful applicant will have a relevant degree, HND or HNC in an Engineering related subject and 3-5 years post graduate experience.</p> <p>You will have or be working towards one or more of the following qualifications:</p> <ul style="list-style-type: none"> Chartered Engineer (IEng, CEng MICE or IEng, MCIWEM), <p>Current valid certificates in the following would be an advantage:</p> <ul style="list-style-type: none"> First Aid at Work CITB 5-day Site Management Safety Training Scheme (SMSTS) CSCS card
Skills/ Experience
<ol style="list-style-type: none"> Enthusiastic, positive, willing to learn and to take the opportunities presented to them. Hold a clean, full/valid UK driving licence. Experience of AutoCAD is essential. Experience and competent use of MS Office suite is essential. A working knowledge, experience with and implementation of the Construction Design & Management (2015) Regulations is essential. Knowledge and experience of river restoration and environmental improvement projects is an advantage. Experience in the application, administration and management of NEC3 and/or NEC4 ECC and PSC contracts is an advantage. A proven record of managing delivery of small (~<£100k) to medium value (~<£700k) civil engineering projects in the flood risk or drainage industry is an advantage. Similar experience in higher value projects (~>£700k) is not essential but preferred. Must have a working knowledge and experience with other relevant industry / sector Health and Safety and Environmental legislation and regulations. A degree of experience in site work and or site management would be an advantage. Must have excellent interpersonal, communication, presentation and diplomacy skills. Able to work well with others at all levels both internally and externally to resolve problems and provide solutions to complex issues. Cool, calm and patient and able to manage a demanding workload. Sound technical ability and a desire to develop this key skill. Attention to detail and diligent with record keeping, self-organisation and discipline. An interest in drainage, flood and coastal defence and water level management. Willing to learn how to manage projects, budgets, staff, consultants and public expectation.

17. Must be blessed with an abundance of common sense and be a practical individual.

Additional Information

- 28 days holiday, rising in increments to 33 days after 6 years continuous service (plus New Years Eve and typically 8 days Bank Holiday)
- Private Medical Scheme
- Access to the Local Government Pension Scheme (Norfolk Pension Fund)
- Essential Car User Allowance of £250 per month
- One professional membership subscription per year

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: Tom Hunter (Area Manager)

Date: 04/09/2025