



Engineering Manager

Candidate Information Pack

Closing date: 4pm 3rd February 2023

Thank you for your interest in this role.

“We are seeking an Engineering Manager with appropriate technical experience, who can deliver high professional standards through innovative thinking, dedication and commitment”

It's an exciting time to be considering a career with an Internal Drainage Board, and this is an exciting opportunity for a versatile, forward thinking, professional.

As an industry Internal Drainage Board's cover 1.2 million hectares of England and 28,000 hectares of Wales. Our primary role is managing drainage, water levels and reducing flood risk in our operational areas.

The role of Engineering Manager will be key to the efficient and professional delivery of the Board's Engineering Technical Services.

This role is pivotal to the smooth functioning of the engineering services delivered by the Board. This post will offer direct support to the Chief Engineer and working closely with the Operations and Pumping Teams, also working as part of a wider team across the district to deliver organisational objectives.

This role is expected to develop and evolve over time and provide varied opportunities for the successful candidate to develop their professional skill sets.

You would be expected to thrive and achieve in all aspects of the role, whilst working in harmony, supporting colleagues, and becoming a key member of an effective team.

If you believe you have the skills, experience, and commitment, we would be delighted to receive your application.



E.M. Johnson
Chief Engineer

The Witham Fourth District I.D.B.

The Witham Fourth District Internal Drainage Board covers an area of 40,928 hectares of the Lincolnshire Fens. The Board maintains 702 kilometres of watercourse and are responsible for nine pumping stations.

The catchment has significant Main River influence with the Maud Foster, East and West Fen Catchwater Drains, Stonebridge Drain, River Witham and the tidal river Haven running through and around the District.

The Board's District has 24km of Coastal North Sea frontage, with the high ground of the Lincolnshire Wolds forming the Boards most northern boundary.

Under the Land Drainage Act 1991 the Board has general powers of supervision over all matters relating to water level management within its District.

We have regular input into the planning system, consulting with developers and facilitating the drainage of new and existing developments.

We actively promote a positive culture of good environmental practice, conducting our work in accordance with a number of environmental duties. We also seek to enhance the environment through the implementation of our Biodiversity Action Plan.

The Board delivers its operations with a modern fleet of machinery, loyal employees and a fully equipped workshop.

For further information about the Board please go to our website at www.w4idb.co.uk



The role and responsibilities of the Engineering Manager

The following section details the primary responsibilities of the Engineering Manager:

Primary responsibilities:

- To manage the day to day running of a small Engineering Team.
- To manage the planning response process and assist in assessing and responding to planning applications relating to development and management of flood risk, surface water and treated water across the District.
- To assess and respond to Land Drainage Act consent applications, specifically in relation to Section 23, and Section 66 Byelaw consents.
- To liaise and attend site meetings with members of the public, site owners and developers who will need information and guidance and to provide answers to planning and consenting enquiries.
- Manage and negotiate commuted sums and the adoption of systems/structures from third parties.
- To attend Planning and Drainage Group meetings held by the Local Planning Authority to determine planning applications and resolve local drainage issues.
- To respond to Environment Agency water abstraction consultations.
- To liaise with Water Transfer Limited over summer water abstractions, ensuring weekly salinity, water level and abstraction quantities are submitted to the Environment Agency.
- To liaise with other bodies/authorities to build and maintain good working relationships and partnerships.
- Respond to enquiries from Local Planning Authorities (LPA) and Lincolnshire County Council (LCC) as the Lead Local Flood Authority and their professional partners.
- To assist with and support the implementation of emergency plan procedures.
- To contribute to the development of key Engineering services policies and procedures.
- To co-ordinate key schemes and projects within the Engineering team.
- To manage the delivery of the Board's level survey programme, utilising the latest GPS survey equipment.
- To design watercourse improvement projects and implement the delivery of these projects with the Operations Manager.
- To manage the Board's Asset data base and work with colleagues planning the refurbishment of these assets.
- To work closely with the Chief Engineer on all engineering matters and the delivery of the Board's Capital Programme.
- To manage consultants working for the Board on outsourced technical projects such as hydraulic modelling.
- Develop and maintain an excellent central office and wider team communication.

The following section details the secondary responsibilities that the Engineering Manager will be expected to undertake:

Secondary Functions

- To uphold and comply with the organisation's policies and the law in relation to Health and Safety, Financial Regulations, Equal Opportunities, Data Protection and other adopted Policies and Procedures. These are required for the smooth and effective operation of the organisation.
- To work with and assist the Operations Manager and Pump Engineer on technical matters that could arise.
- To respond to and report on flooding incidents as and when they happen across the District.
- To respond to heavy rainfall events by supporting the Operations and Pumping teams as necessary.
- Attend Board meetings as required and provide information to the Chief Engineer when preparing Board reports.
- Stand in for the Chief Engineer in times of absence.
- To attend to any enforcement matters that could arise.
- Assist with the delivery of the Board's biodiversity targets and a willingness to get involved in small conservation projects.

Knowledge and qualifications

The following section details the desired knowledge and qualifications for the Engineering Manager:

- Minimum BTEC Higher National Certificate or Diploma or Bachelors/Masters in Civil Engineering
- Incorporated, Chartered, (or close to achieving chartered engineering status) with the Institute of Civil Engineers (ICE) or equivalent professional institution (desirable not essential)
- NEBOSH or NRCQ certificate or diploma in Health and Safety (desirable not essential)
- A full, clean driving licence
- Demonstrable and substantial relevant experience (minimum of 3 years)
- Competent use of Construction (Design and Management) Regulations, 2015
- A sound understanding of NEC contracts and contract law
- A proven track record of maintaining strong relationships through excellent interpersonal skills
- Ability to build partnership working with CEO, Other Officers and Board Members to enable clear understanding of organisational goals and strategic objectives
- Commercial understanding of the day-to-day deadlines in order to plan, prioritise and manage workload while meeting the needs of the rate payer, service and organisation
- Rate payer service focused and aware, able to recognise needs and priorities and know how to deliver an excellent service
- Highly efficient, methodical and accurate in order to develop, manage and maintain excellent systems and processes.
- A sound understanding of the Town and Country Planning Act
- A sound understanding of the Land Drainage Act 1991 and Flood and Water Management Act 2010
- An awareness of the Environment Act 2021 and a keen interest in the environment.
- An understanding of hydrology and water level management in lowland catchments (desirable not essential)
- An understanding of employment law
- Knowledge of the guiding principles on the standards to be upheld when working in a public office

Skills, abilities and experience

The following section details the desired skills, ability and experience for the Engineering Manager:

- Competent Project Management skills
- Ability to use Geographic Information System (GIS) ArcMap
- Competent in or the ability to use AutoCAD, with drafting experience
- Excellent computer skills and proficient in the use of Microsoft Office packages
- Be disciplined in order to manage day to day administrative duties promptly, efficiently and accurately
- Strong communication skills, both written and verbal
- Management and leadership skills, with a proven track record of supporting colleagues and managing people
- Organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Excellent teamwork skills and forward thinking to enable the department to work flexibly and cooperatively to deliver the best possible service.
- Technical experience in document and/or policy writing
- Be naturally analytical to help collect the information you need to address challenges and decide on the best course of action to deliver the Board's strategic objectives
- Be a creative, innovative thinker who makes changes where necessary to improve quality
- Be hard working, versatile and proud of the work you produce and be serious about producing your best quality work for the Board
- You must have integrity, be honest and transparent to build a trustworthy team culture that produces better productivity
- You must be dedicated, reliable and focused on setting personal deadlines to help the Board meet their strategic objectives
- You will have a desire to thrive and achieve, and be able to demonstrate a commitment to life long learning, through continued professional development
- You will be a committed engineering professional, dedicated to achieving your career ambitions while being fully supported by the Board

Remuneration

The Engineering Manager will enjoy the following benefits.

| | |
|---------------------------|---|
| Grade: | Grade 8, SP 32 to 35 (depending on experience) £46,848 - £52,080 |
| Hours of work: | 37 hours per week. |
| Leave entitlement: | Your annual leave allowance in this role will be 23 days plus bank holidays, plus three extra statutory days. (Increasing with service) |
| Pension: | On commencing employment with the Board you will be enrolled into the Local Government Pension Scheme (LGPS). The details of which will be made available at interview. |
| Place of work: | 47 Norfolk Street, Boston, Lincolnshire |
| Vehicle: | A vehicle will be provided by the Board |
| Clothing: | All works clothing and boots supplied. |

Additional notes

The benefits of this role include a generous salary, pension, vehicle and leave entitlement which reflects the level of responsibility this role will entail. There will be an opportunity to progress through the pay spine points, however, this will be subject to demonstrating adequate development in the role.

The nature of this role will allow the Engineering Manager the unique opportunity to shape their job role and take real ownership of the work they are involved in; this will allow them to be innovative in their approach.

This role will provide the perfect platform for the Engineering Manager to further progress their career, broadening and providing personal and professional development.

Local travel will be necessary with infrequent national travel. Overnight stays will not be required.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to: Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

Recognise and report behavior that undermines equality under the Boards' policies.

Be consciously aware of own behavior and encourage the same levels of behavior in colleagues.

Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.

With the support of managers develop an equality and diversity objective through the personal development review process.

The application process

Contact Ed Johnson (Chief Engineer) at the Witham Fourth District I.D.B. Office on 01205 310099 for an initial informal conversation.

Please submit your C.V. detailing your qualifications and experience and covering letter of no more than 500 words; detailing why you are applying for the role and what makes you a suitable candidate. Vacancy deadline no later than **4pm 3rd February 2023**.

(NB please include two contacts for reference, one-character reference and one employment reference. They will not be contacted without your permission.

The employment commencement date will be as soon as possible or to suit the notice period of the successful candidate.

Please submit written applications to the following address marked '**Private & Confidential – for the attention of Ed Johnson**:

Witham Fourth District Internal Drainage Board,
47 Norfolk Street
Boston,
PE21 6PP.

Or, alternatively, email your applications to ed@w4idb.co.uk