

## Black Sluice Internal Drainage Board

**Job Title:** Works & Engineering Manager

**Reports to:** Operations Manager

**Responsible for:** A fourteen man Works and Engineering Team. Assisting The Operations Manager in the delivery of all aspects of the Works and Engineering Team including annual maintenance and capital improvements, work planning, Health & Safety and Environmental matters.

**Salary:** £31,176 to £39,780 depending on experience and qualification. Local Government Pension Scheme and Company Commercial Vehicle.

**Scale Point range 24 – 31**  
**ADA Lincolnshire Branch White Book**

**Hours of work:** 38 hrs per week

**Pension Option:** Lincolnshire Local Government Pension Scheme

The Board is an independent statutory authority providing flood risk management and land drainage services to the communities living and working within the Board's area.

The Board's primary role is to provide a front line drainage and flood protection service within the greater Lincolnshire community. We protect land, critical infrastructure, commercial and residential property from flooding and ensure good land drainage. Much of this work involves the maintenance and improvement of watercourses and related infrastructure. The Board supervises all matters relating to water level management within our district whilst supporting and promoting sustainability, ecological wellbeing of the environment, agriculture, industry and commercial assets.

The Board maintains over 750km of watercourses and 34 pumping stations as well as many smaller water level management structures within the drainage district.

In addition the Board also provides a consent and enforcement service to Lincolnshire County Council, the Lead Local Flood Authority (LLFA) since April 2012, in our extended rainfall catchment.

The Board is committed to providing and promoting consistent excellent service through the employment of highly skilled flood risk management professionals who demonstrate commitment and provide high quality services. Strong and consistent relationships between employees, built on mutual respect, have been fundamental to the on-going success of our Board. Our achievements as Public Bodies are a direct reflection of the effort, commitment, knowledge and skill of our people.

You will become a valuable member of a small team where flexibility is essential for all team members. Our established team of staff work collaboratively and we are confident that there is scope within the Board for you to develop, grow and establish an interesting career, experience in land drainage or a similar industry would be a distinct advantage.

The Operations and Engineering Team is based at Station Road, Swineshead. This role requires you to undertake duties at a variety of locations in and around the Board's drainage district.

### **The purpose of this role:**

- Day to day management and supervision of the Operations Team
- Management of maintenance and improvement projects
- Manage and undertake site surveys, preparation of design and drawings in relation to small projects
- Assist with the delivery of the Board's Emergency Planning procedures
- Co-ordinate key schemes and projects within the Engineering team

This post is pivotal to the smooth functioning of the Operations and Engineering team, you will offer direct support to the Operations Manager and work closely with the GIS & Environment Technician, Works Supervisor and Ganger, also working as part of a wider team across the district to deliver organisational objectives.

To undertake research, prepare reports, responses and statistical information as required for Board reporting, management reporting and other requirements.

The post requires response to public enquiries face to face/via telephone or email, thus to be an advocate for the Board and to promote the aims of the organisation is an essential prerequisite of the post.

The role requires the post holder to have regular communication, work with, inform and provide information to others outside the organisation, such as our ratepayers, consultants, partner organisations, external stakeholders as well as external funders and professional partners.

This role is expected to develop and evolve over time. The Board provides varied opportunities for individuals to develop their professional skill sets. Opportunities for further training will be assessed, supported and reviewed through our annual staff development process in order to maintain excellent standards of service and employee job satisfaction.

To thrive and achieve all aspects of the role, whilst working in harmony, supporting colleagues, and becoming a key member of an effective team.

To uphold and comply with the organisations policies and the law in relation to Health and Safety, Financial Regulations, Equal Opportunities, Data Protection and other adopted Policies and Procedures required for the smooth and effective operation of the organisation.

### **Key Areas of Responsibility**

- Respond to technical enquires relating to the operation and maintenance of the Board's main systems and infrastructure.
- Programme all works (maintenance and capital) to ensure they are completed efficiently and effectively.
- To complete workforce appraisals and the handling of discipline and grievance.
- Ability to undertake GPS setting out and surveying duties as required.
- To be competent in producing CAD drawings.
- Develop and maintain strong relationships through excellent interpersonal skills with site developers/agents/consultants and the planning authorities.
- To manage and be responsible for the successful delivery of the annual maintenance and capital funded works.
- Site management of annual maintenance and project schemes.
- Assist with and support the implementation of emergency plan procedures.
- Contribute to the development of key Engineering services policies and procedures.
- Manage, maintain and review record keeping in electronic and paper office systems (for example workforce time sheets, drivers log sheets, works coding sheets).
- Develop and maintain excellent central office and wider team communication, to also act as lead person on Operational communications and liaison with ratepayers and the public .
- To take responsibility for your own personal development and share your learning with others.
- Maintain the Geographic Information System (GIS) Arcmap with assistance from the GIS & Environmental Technician.
- To ensure the optimum use of the Board's resources and plant.
- Oversee and supervise the Health & Safety procedures and standards of work carried out by the Operations Team.
- To undertake and support others on the enforcement of the Land Drainage Act 1991 and Board Byelaws.

### **Qualifications, Knowledge, Skills and Experience**

- Minimum BTEC Higher National Certificate or Diploma in Civil or Structural Engineering
- A full driving licence
- Demonstrable and substantial relevant experience (minimum of 3 years)
- Competent Project Management skills
- Effective & competent man management skills
- To have a knowledge of the management of watercourse drainage works
- Competent use of Construction (Design and Management) Regulations, 2015
- Geographic Information System (GIS) ArcMap

- CAD drawing package
- Competent in the use of standard IT packages such as Word, Power Point, Access, and Excel in order to manage day to day administrative duties promptly, efficiently and accurately
- Organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Maintain strong relationships through excellent interpersonal skills
- Able to build partnership working with the Operations Manager and other Officers 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 customer, service and organisation
- To have been trained in Health & Safety legislation and procedures
- Customer service focused and aware, able to recognise needs and priorities and know how to deliver and excellent customer service
- Highly efficient, methodical and accurate in order to develop, manage and maintain excellent systems and processes.
- Excellent teamwork skills to enable the department to work flexibly and cooperatively to deliver the best possible service
- To be able to set down specifications and requirements in writing and CAD drawings

### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under the Equality Act 2010 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 behaviour that undermines equality under the Boards' policies.
- Be consciously aware of own behaviour and encourage the same levels of behaviour 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.

### **Confidentiality**

Confidentiality/Data Protection regarding the personnel information and Board activity must be maintained at all times (both in and out of working hours). All staff should ensure they are familiar with and adhere to all Board privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

### **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Boards may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

### **Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or others and to co-operate with the Boards in meeting statutory requirements.

### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc., which have been created or gathered as a result of any IDB activity. All individuals within the Board are responsible for any records they create or use. Please ensure that records are retained in accordance with policy and procedure and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

**Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose.

**Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department/organisation alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Board.

**Interested Applicants**

The post holder's contract of employment will be with Black Sluice Internal Drainage Board and he/she will be based at their office in Swineshead.

Further information is available via the Black Sluice IDB website – [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)

Interested applicants are invited to **submit a CV, outlining skills and relevant experience, together with a supporting application letter**. Applications should be received at the address below by **12 noon on Wednesday 16th January 2019**. Interviews are to be held **Thursday 24th January 2019**. Please note, only applicants invited to interview, will be notified.

Please submit written applications to the following address marked:-

**'Private – for the attention of Paul Nicholson'**

Black Sluice Internal Drainage Board,  
Station Road,  
Swineshead,  
Boston,  
PE20 3PW.

Or, alternatively, email your applications to - [MAILBOX@blacksluiceidb.gov.uk](mailto:MAILBOX@blacksluiceidb.gov.uk)