Water Management Alliance

Job Description

Job title:	Project Delivery Engineer
Team/Section:	WMA
Department:	Project Delivery Team
Location:	Head Office in King's Lynn, Satellite Office in Norwich with frequent travel required to sites
Responsible to:	Project Delivery Manager
Hours:	Full-Time: 37 hours per week
Grade/Salary:	£50,000 to £60,000 (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 across the WMA, 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 **Project Delivery Engineer** is responsible for:

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

- Support to existing Project Delivery Engineers and Project Delivery Team
- Delivering standalone recharge schemes for the relevant Board
- Delivering existing contracts in our works programme
- Producing Health, Safety and Environment paperwork for scheme delivery
- Site management during construction delivery phase
- Procuring and managing sub-contractors aiding scheme delivery
- Assisting with the financial management of existing and future delivery projects
- Support to Capital delivery projects
- Providing support on all engineering and operations delivery matters
- Contract management of capital works

Being involved in the delivery of Capital improvement projects involving pumping station replacements, estuary flood defence improvements, environmental engineering projects, small 3rd party recharge projects, as well as other civil engineering work.

Water Management Alliance

Main Duties/Responsibilities

- Delivery of existing and upcoming capital projects across the WMA. 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/Environment Agency and other bodies.
- Working with partners, community groups and stakeholders to design and deliver successful projects and work programmes.
- Preparing work in line with work programmes and liaising with the Project Delivery Manager and Project Delivery Engineers, Operations Managers and Technical Support team accordingly.
- 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 support obtaining these permissions in a timely manner in accordance with the delivery programme. Ensure that work is only undertaken with the necessary assent and or permissions from Natural England and others as relevant for the work in hand.
- Be the delivery manager / lead for specific standalone projects and or support the existing Project Delivery Engineers to do the same.
- Mobilising plant, equipment, operatives and or contractors and liaising with occupiers, riparian owners, and the general public within and external to the drainage districts of each Board.
- Advising on all operational matters, including but not limited to direct labour, mobile plant requirements, procurement, stock-levels, materials, outsourcing and using contractors.
- Ordering and procuring materials, supplies, plant, etc. as a project need dictates all in accordance with the Financial Regulations and Procurement Procedures.
- Delivery of work on site, in a safe, lawful and competent manner in accordance with the Board's procedures, policies and standards. Lead by example and be involved in the continuous improvement of the standards we work to.
- Competently fulfil site management duties as required to assist the Project Delivery Engineer and wider specific WMA Project teams on both small and large value engineering projects.
- Liaising with Finance team to assist in the preparation, management and reporting of project budgets. Being competent and working within the Boards Financial Management Regulations to administer tendering, value for money / cost benefit assessments, purchase orders, invoicing, timely reconciliation and reporting of project budgets as required.
- 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.

- Preparing ad hoc reports, completing forms and responding to various requests for information as required.

- Adherence to all relevant health, safety and environmental standards and legal requirements as set by the Board and wider industry.

- Preparing and updating risk assessments, method statements, and safe systems of work as and when necessary. Preparing health and safety risk assessments that are site specific where the risk is not covered by a generic risk assessment or where something else is otherwise out of the ordinary. Communicating the corresponding safe systems of work to the works / health and safety supervisors, workforce / contractors and ensuring that they are fully understood.

- Ensuring that accidents are recorded properly and completely in the accident book and advising the health and safety officer of this accordingly.

- 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.

- Ensure that operatives and or contractors strictly comply with all environmental risk assessments, conservations policies and environmental standards.

- Liaising with the ICT Team to maintain the integrity of all data relating to the Boards' drainage infrastructure.

- 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 Project Delivery Manager, Area Manager, the Chief Executive or the Board.

Person Specification

Qualifications/Experience

The successful applicant will have a relevant degree, HND or HNC in an Engineering related subject and will have or be working towards one or more of the following qualifications:

- Chartered Engineer (IEng, CEng MICE or IEng, CEng MCIWEM),

Current valid certificates in the following are essential:

- First Aid at Work

Current valid certificates in the following would be an advantage:

- CSCS card

Skills/ Experience

1. The successful applicant will have a minimum of 10 years of experience working in an engineering or operational capacity within the water industry.

2. The successful applicant will have a minimum of 5 years of experience managing people.

3. The successful applicant will have financial, budgeting and job pricing experience.

4. Hold a full/valid UK driving licence.

5. Experience of AutoCAD is an advantage.

6. Experience and competent use of MS Office suite is essential.

7. Experience in the application, administration and management of NEC3 and/or NEC4 ECC and PSC contracts is an advantage.

8. Must be able to demonstrate a high degree of commercial awareness. Experience in contract negotiations, supplier relationship management, and dispute resolution in a commercial environment is essential.

9. Must be able to demonstrate being a strong leader and able to motivate individuals to achieve collective results for projects and clients.

10. A proven record of managing delivery of major civil engineering projects in the flood risk or drainage industry is an advantage.

11. A working knowledge, experience with and implementation of the Construction Design & Management (2015) Regulations is essential.

12. Must have a working knowledge and experience with other relevant industry / sector Health and Safety and Environmental legislation and regulations.

13. Extensive experience in site work and or site management is an advantage.

14. Must have a sound knowledge of Environmental and Conservation issues relevant to the flood risk management sector and demonstrate a knowledge of this from previous experience.

15. Previous experience as a turnkey service provider through valued projects and ability to demonstrate this would be an advantage.

16. Must have excellent interpersonal, communication, presentation and diplomacy skills.

17. Must be able to demonstrate an ability to manage projects and implement work programmes.

18. Able to work well with others at all levels both internally and externally to resolve problems and provide solutions to complex issues.

19. Cool, calm and patient and able to manage stress and a heavy workload.

20. Sound technical ability and a desire to develop this key skill. Attention to detail and diligent with record keeping, self-organisation and discipline.

21. An interest in drainage, flood and coastal defence and water level management.

22. Enthusiastic, positive, willing to learn and to take the opportunities presented to them.

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

Additional Information
• Access to the Local Government Pension Scheme (Norfolk Pension Fund) • Private Medical Scheme • 28 days holiday, rising in increments to 33 days after 6 years continuous service, (plus New Years Eve and typically 8 days Bank Holiday) • One relevant 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:	Kari Nash (Project Delivery Manager)
Date:	20/11/2026