



# **East Fen Works Supervisor**

## **Candidate Information Pack**

Closing date: 4pm 7<sup>th</sup> May 2021

*“We are looking for an experienced Works Supervisor with the ability to deliver work to the highest standard, this role will demand commitment, leadership and dedication”*

Thank you for your interest in this role.

It is an exciting time to be considering a career with an Internal Drainage Board and this exciting opportunity would suit an experienced supervisor or someone looking to progress their career.

As an industry, Internal Drainage Boards 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. Additionally, Boards also delivers work on behalf of other authorities making the role very diverse.

The role of East Fen Works Supervisor will be key to the efficient delivery of operations in the Board’s East Fen Catchment. In addition, the successful candidate will be responsible for ensuring the highest Health and Safety standards are met and all Health and Safety practices and procedures are followed.

You will work closely with the Board’s Operations Manager, Engineers and District Operatives, coordinating the delivery of the annual works program. Therefore, a can-do attitude and troubleshooting abilities are essential for this role.

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

A handwritten signature in black ink, appearing to read 'E.M. Johnson', written in a cursive style.

E.M. Johnson  
Chief Engineer

# The role of East Fen Works Supervisor

The following section details the primary responsibilities that the East Fen Works Supervisor will be expected to deliver:

## Primary Responsibilities

- To ensure that all operatives and plant in your control are effectively and productively employed including the organisation of workloads.
- To ensure the efficient delivery of all works and keeping down-time to a minimum.
- To ensure that materials are in stock for planned work and delivered to site on time.
- To ensure that all employees display good time-keeping and behavior at work.
- To communicate any problems in the District to the Operations Manager/Chief Engineer.
- To liaise with the Wildmore and West Fen Foreman to ensure the fair distribution of manpower and equipment across the Board's whole area.
- To liaise with the Plant and Workshop Manager over plant and equipment matters.
- To organise the movement of plant around the East Fen as required
- To liaise with landowners and occupiers in respect of access to land for the Board's maintenance operations.
- To promote a positive Health and Safety culture throughout the workforce.
- To ensure daily risk assessments are completed by District Operatives and Health and Safety practices and procedures are adhered to.
- To keep up to date records of all work carried out under your supervision and to update the Operations Manager.
- To assist with hands-on work on site and operate plant when required.
- To deliver fuel to machinery working in your area. (Additional support will be provided in peak times)
- To collect time and plant log sheets on a weekly basis from District Operatives working in your area.
- To be available and respond to emergency/flooding situations e.g. rainfall events and blocked culverts.
- To work with Pumping Station staff as and when required.
- To attend works and plant meetings with senior staff and colleagues.
- To provide cover for other supervisors as required.

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

## Knowledge and qualifications

The following section details the desired knowledge and qualifications for the East Fen Works Supervisor;

- A proven track record in supervision and/or management of works.
- A sound understanding of construction-based tasks and/or land drainage operations.
- A sound knowledge of Health and Safety Legislation particularly the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work 1999 and Construction Design Management 2015 Regulations.
- A Certificate of Professional Competence in Health and Safety such as NEBOSH or IOSH (desired but not essential)
- A Certificate of competence in the operation of 360-degree excavators and 180-degree wheeled diggers (desired but not essential)
- Experienced in the operation of agricultural tractors and basic attachments.
- A sound knowledge of the limitations of heavy line plant and agricultural machinery.
- A sound knowledge of agricultural practices. (desired but not essential)
- A formal management or supervisory qualification (desired but not essential)

## Skills, abilities and experience

The following section details the desired skills, ability and experience for the East Fen Works Supervisor;

- To have experience in supervision or be able to demonstrate an understanding of what it means to be a supervisor.
- To be computer literate and able to use Microsoft Office applications and tablets.
- To have excellent time management and organization skills.
- To have experience of operating heavy line plant and agricultural machinery.
- To have excellent communication skills and be a team player.
- To have the ability and willingness to learn and learn quickly.
- To have a can-do attitude and the ability to communicate effectively.
- To demonstrate attention to detail and troubleshooting abilities.
- To have a good command of the English language.
- To have a willingness to embrace change and innovation.

## Remuneration

The East Fen Works Supervisor will enjoy the following benefits.

<b>Grade:</b>	4 - £27,000 - £30,216 (including contracted overtime £29,535 - £33,054)
<b>Hours of work:</b>	38 hours per week November to April, 07:30 – 16:00 Monday to Thursday, 07:30 – 14:00 on Friday  April to November you will be contracted to 4 hours overtime per week (124hrs p.a.), 42 hours 07:30 – 17:00 Monday to Thursday, 07:30 – 14:00 on Friday  Additional overtime could be required from time to time and in emergencies.
<b>Leave entitlement:</b>	Your annual leave allowance in this role will be 23 days plus bank holidays, plus three extra statutory days.
<b>Pension:</b>	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.
<b>Place of work:</b>	East Fen Area, Boston, Lincolnshire
<b>Vehicle:</b>	A 4x4 for use at work will be provided.
<b>Clothing:</b>	All works clothing and boots supplied.

## Additional notes

The benefits of this role include a generous salary, pension 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 East Fen Works Supervisor the opportunity to take real ownership of the work they are involved in, this will allow them to positively influence work processes and practices.

This role will provide the perfect platform for the East Fen Work Supervisor to further progress their career, broadening and providing personal and professional development. A full driving license will be required and local travel will be necessary. National travel and overnight stays will not be required.

## The application process

Please submit your C.V. and covering letter no more than 500 words; detailing why you are applying for the role and what makes you a suitable candidate. Returns no later than **4pm 7<sup>th</sup> May 2021**.

**(N.B.** please include two contacts for reference, one-character reference and one employment reference. These will not be contacted without permission.

- Interviews will be held week commencing 17<sup>th</sup> May 2021
- Employment will commence as soon as possible or to suit the notice period of the successful candidate.

For more information Contact Ed Johnson at the Witham Fourth District I.D.B. Office on 01205 310099.