



## **Technical Officer**

# Candidate Information Pack

Closing date: 4pm – 19<sup>th</sup> January 2024

Thank you for your interest in this role.

It is a very interesting and busy time to be considering a career with an Internal Drainage Board, and this is an exciting opportunity for a versatile, professional to join our team.

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 Technical Officer will be key to linking the Operational and Engineering departments through the delivery and execution of the Board's Policies and procedures.

In addition, the successful candidate will be responsible for ongoing updates and modifications of the catchment survey, drawings, hydraulic model, asset database and GIS systems.

The Candidate will also support the Engineering Manager in the Boards responsibility to manage Development & Consent Control within the District.

While knowledge and experience of the systems above would be considered an advantage for this post, we would welcome applications from all professionals with a strong IT, technical, engineering & mapping background.

This role will suit someone who has gained their qualification and experience working in a relevant field of employment.

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

Derek Braddy

D. Braddy  
Engineering Manager

## 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 Board's 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](http://www.w4idb.co.uk)



## The role and responsibilities of the Technical Officer

The primary function of this role is to assist the Engineering Manager and provide technical support to the Engineering and Operational teams. In addition to this the successful candidate will support in the delivery of all technical and engineering office work and promote best practice in developing technical solutions for work they are involved in.

### Primary responsibilities:

- To maintain and developing the Boards Esri ArcGis Pro system by organising and maintain the file structure for how mapping information is stored
- To managing the licensing of all applications with suppliers and deploying updates and modification to colleague's devices in the field
- To oversee and assist with field asset data collection using Global Positioning System's (GPS), ArcGis Field Maps and Zeno Mobile software
- To process collected data and make available to colleagues provided via in-house training.
- To undertake level surveys of drainage channels using GPS equipment and post process the collected data using BricsCAD 2D and Key Terra-Firma software to produce drainage channel long and cross sections
- To undertake site surveys, prepare designs, and design drawings in relation to capital improvement and small works
- To set out capital improvement works on site as and when required
- To assist the Engineering Manager and the Board's consultants in updating catchment hydraulic models, providing support, and facilitating information where required
- To support the ratings and finance department with managing, maintaining, and developing spatial datasets for ratings information in ArcGis
- To liaise with field teams providing support on technical matters and information they may need
- To provide support to the Engineering Manager in managing the Development & Consent Control applications, specifically in relation to Section 23, and Section 66 Byelaw consents
- To attend site meetings with members of the public, site owners and developers as required
- To provide support to the Chief Engineer and Engineering Manager in delivering organisational objectives and improving professional standards as we move forward as a Board
- To provide technical reports on matters as and when required

The following section details the secondary responsibilities that the Technical Officer will be expected to undertake:

### **Secondary Responsibilities**

- To support health and safety best practice by actively promoting awareness and ensuring the provision of safe working practices to comply with the Witham Fourth District I.D.B. policies and standards
- To respond to technical enquiries relating to the operation and maintenance of the Board's main drainage system and infrastructure
- To assist with the delivery of the Board's Emergency Planning procedures
- To work with, inform and provide information to others outside the organisation, such as drainage rate payers, partner organisations and external stakeholders
- To assist in delivery of small environmental enhancement projects derived from the Board's Biodiversity Action Plan
- To assist in the response to flooding incidents as and when they happen across the District
- To assist in the response to heavy rainfall events by supporting the Operations and Pumping teams as necessary
- To provide holiday cover, carrying out the duties of other engineering colleagues as required
- To help out at Board open days, Board inspections and County shows
- To help maintain an excellent central office and wider team communication
- To contribute to the development of key Engineering services policies, procedures and technical standards

This role will develop over time, with the opportunity to expand the job beyond its current remit.

There will be opportunities for further training which will be assessed, supported, and reviewed through the annual appraisal process. Full support and training will be provided as you integrate into this role.

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

## Knowledge and qualifications

The following section details the desired knowledge and qualifications for the Technical Officer:

- Minimum of a Level 4 qualification such as HNC, NVQ or Level 4 Higher Apprenticeship. Higher qualified candidates will also be considered (essential)
- Ideally you will be professionally qualified or willing to work towards a professional qualification with a professional institution (desirable not essential)
- An understanding of Leica Geosystems and GIS data collectors (desirable not essential)
- An understanding of mapping, and the ability to communicate spatial Information through mapping applications (essential)
- An understanding of professional Auto CAD or BricsCAD Pro systems (essential)
- A sound understanding of modern Information and Communications Technology (ICT) systems, mainly smart phones and tablets (essential)
- A full, clean driving license (essential)
- A sound understanding of Health and Safety Legislation (essential)
- Be able to demonstrate an efficient, methodical and accurate approach to work, in order to develop and maintain excellent systems and processes (essential)
- An awareness of the Land Drainage Act 1991 and Flood and Water Management Act 2010 (desirable not essential)
- An awareness of the Environment Act 2021 and a keen interest in the environment (desirable not essential)
- Formal health and safety qualification (desirable not essential)
- Knowledge of the guiding principles on the standards to be upheld when working in a public office (desirable not essential)

## Skills, abilities and experience

The following section details the desired skills, ability and experience for the Technical Officer:

- Demonstrate exceptional engineering ICT experience and ability, in particular GIS mapping software (essential)
- Experience in using Microsoft 365 platform and the apps held within such as; Word, Excel, Teams, PowerPoint and Outlook (essential)
- Ability to use and modify elements within Geographic Information System (GIS) ArcMap (essential)
- Ability to use AutoCAD, with strong drafting and drawing management skills (essential)
- Experience in GPS and field data collection applications (essential)
- An understanding of hydrology and modelling software (desirable not essential)
- Ability and willingness to learn and learn quickly (essential)
- Skill and ability to work in the field unsupervised and complete work to agreed timetables (essential)
- Self-motivation and time management skills (essential)
- Can do attitude and communicates effectively (essential)
- Demonstrate attention to detail and sharp troubleshooting abilities. (essential)
- Have a good command of the English language (essential)
- Excellent computer skills and proficient in the use of Microsoft Office packages (essential)
- Excellent teamwork skills (essential)
- Be hard-working, versatile and proud of the work you produce and be serious about producing your best quality work for the Board (essential)
- Have the desire to thrive and achieve and be able to demonstrate a commitment to lifelong learning, through continued professional development (essential)

## Remuneration

The Technical Officer will enjoy the following benefits.

<b>Grade:</b>	Grade 5, SP 20 to 23 (£34,884 - £38,436)
<b>Hours of work:</b>	37 hours per week Typically, 08:00 to 16:00
<b>Leave entitlement:</b>	Your annual leave allowance in this role will be 23 days rising to 27 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>	47 Norfolk Street, Boston, Lincolnshire
<b>Vehicle:</b>	A company vehicle will be provided for travel to and from work, and travel during working hours. The vehicle is available for private use subject to certain conditions. Benefit in Kind taxation will be applicable.
<b>Training:</b>	The postholder must be prepared to undergo additional training in relation to the post as and when required
<b>Clothing:</b>	All works clothing and boots supplied
<b>Responsible to:</b>	Engineering Manager and other staff as directed.

This job description is for general distribution only. Actual job description may change following interview or prior to appointment.



## **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 successful candidate 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.

Excellent training will be provided and full support provided to develop professional qualifications.

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 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.

## The application process

Contact Derek Braddy (Engineering Manager) 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 a 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 19<sup>th</sup> January 2024**.

(**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 Derek Braddy, Engineering Manager**

Witham Fourth District Internal Drainage Board

47 Norfolk Street

Boston

PE21 6PP

Or, alternatively, email your applications to [derek@w4idb.co.uk](mailto:derek@w4idb.co.uk)

Applications will be reviewed by the Board and invites to interview sent week commencing 26<sup>th</sup> January 2024

Initial interviews will be held week commencing 29<sup>th</sup> January 2024.

Second interview and District site visits week commencing 5<sup>th</sup> February 2024.

Employment proposals sent week commencing 12<sup>th</sup> February 2024.

Employment commencement date will be tailored to suit existing employment terms of notice.