



# Capital Works Project Manager

## Candidate Information Pack

Closing date: 4pm 9<sup>th</sup> May 2025

Thank you for your interest in this role.

*“We are seeking a Capital Works Project Manager with appropriate experience in the management of large and small scale civil engineering projects . You will have a proven track record in project management and have the ability to plan and deliver work to given timeframes”*

It’s an exciting time to be considering a career with Witham Fourth District I.D.B. The Board have an ambitious fifteen-year capital programme to Dredge the Main Drain network and refurbish/replace a number of pumping stations and structures.

Primarily, this role will focus on the planning and delivery of the Board’s Capital Main Drain Dredging programme and you will be central to the efficient and professional delivery of this project.

Leading this project on behalf of the Board, you will be pivotal to the planning and efficient delivery of this project, that will include a combination of office work and site supervision. You would work closely with the District Operations Manager to resource the project and Engineering Teams who will provide full technical support.

This role is expected to develop and evolve over time and provide varied opportunities for the successful candidate to be involved in other capital projects in the programme as time allows.

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 qualities to succeed in the role, 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](http://www.w4idb.co.uk)



# The role and responsibilities of the Capital Works Project Manager (CWPM)

The following section details the primary responsibilities of the CWPM:

## Primary responsibilities:

- To prepare the overall programme for the 15 year Capital Main Drain Dredging programme to suit the Boards financial commitment to this project
- To prepare the detailed annual programme for each phase of the works
- To work with the District Operations Manager on resource planning for the delivery of each phase of the project
- To prepare detailed estimates for each phase of the project for approval by the Board
- To assist Engineers/Designers with site surveys, pre-works inspections and drain improvement designs
- To prepare tender packages for elements of the project let out for contract
- To receive and review tender submissions in line with the Board's financial regulations
- Set out the works and provide day-to-day support to the Foreman and contractors to ensure works are carried out in an efficient manner
- To carry out site inspections with Environmental Officer prior to work commencing and ensure mitigation works are undertaken if required
- To ensure the project is compliant with all relevant Environment Legislation
- To ensure that Notices of Entry are prepared and issued to landowners/occupiers prior to work commencing and liaising with landowner/occupiers over entry conditions
- To oversee the reinstatement of site back to good agricultural condition and sign works off with land occupiers
- To measure areas for and ensure compensation claims are actioned in a timely manner, in line with the Board's policies
- To monitor works progress and budgets; report progress to the Chief Engineer on a monthly basis
- To ensure safe working practices are adhered to, relevant Risk Assessments and Safe Systems of Work are in place and followed in line with the CDM Regulations 2015
- To prepare all Pre Work Information, Construction Phase Plans and CDM appointments required to comply with the CDM Regulations 2015
- To ensure Health and Safety procedures are implemented at all times and the project is compliant with current H&S Legislation
- To assist the Chief Engineer with the preparation of progress reports for submission to the Board

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

### **Secondary Functions**

- To liaise with ratepayers and other members of the public and strategic partners in relation to the project as appropriate
- To attend Board site inspections to present elements of the project as required
- To attend public meetings with senior Engineering staff that may arise through the course of this project
- To attend Board meetings as required
- To assist the Chief Engineer with other Capital Works projects as required
- To support the wider team in emergency response requirements during extreme weather events as and when they happen across the District
- 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

## Knowledge and qualifications

The following section details the desired knowledge and qualifications for the CWPM:

- Ideally you will hold a formal qualification in project management and/or be able to demonstrate extensive experience in this civil/construction project management (essential)
- Hold an IOSH, NEBOSH or NRCQ certificate or diploma in Health and Safety (desirable)
- A sound Understanding of the Health and Safety at Work etc. Act 1971 (essential)
- Competent in the use of Construction (Design and Management) Regulations, 2015 (essential)
- A full, clean driving license (essential)
- Demonstratable and substantial relevant experience to a minimum of 2 years (essential)
- Demonstratable knowledge of planning and scheduling resources across a project (essential)
- A proven track record of maintaining strong relationships through excellent interpersonal skills
- Commercial understanding of the day-to-day deadlines in order to plan, prioritise and manage workload while meeting the needs of the project
- Delivery focused and aware, able to recognise needs and priorities and know how to deliver an excellent project
- Highly efficient, methodical and accurate in order to develop, manage and maintain excellent systems and processes
- An understanding of the Land Drainage Act 1991
- An awareness of the Wildlife and Countryside Act 1981 and a keen interest in the environment
- Demonstratable knowledge in budget management in relation to tracking expenditure, understanding budgets and forecasting about future project costs
- Demonstratable strong communication skills to convey project information to key stakeholders and staff
- Demonstratable high quality time management track record and be able to evidence base where you have kept projects on track and met deadlines
- A sound understanding of the industry plant, equipment and technology that will be under your supervision
- A sound understanding of NEC contract frameworks and how they can be applied in practice

## Skills, abilities and experience

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

- Be able to demonstrate the skills required to be a project manager (essential)
- Be able to demonstrate the skills that make you an efficient organiser
- Competent Project Management skills (essential)
- Excellent computer skills and proficient in the use of Microsoft Office packages (essential)
- Demonstratable skills in the use of scheduling and works programming IT applications i.e Microsoft project
- Be disciplined in order to manage day-to-day administrative duties promptly, efficiently and accurately
- Strong communication skills, both written and verbal (essential)
- Organisational skills, ability to prioritise responsibilities, manage own time effectively and resource planning
- Risk management skills and abilities to identify and mitigate project risks that could incur costs or delays
- Demonstratable problem solving skills that quickly allow you to identify effective solutions
- 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 be dedicated, reliable and focused on setting personal deadlines to help the project meet its strategic objectives
- You will be a committed professional, dedicated to achieving your career ambitions while being fully supported by the Board

## Remuneration

The CWPM will enjoy the following benefits.

<b>Grade:</b>	Grade 6, SP 23 to 26 ( <b>depending on experience</b> ) £40,404 - £44,616
<b>Hours of work:</b>	37 hours per week.
<b>Leave entitlement:</b>	Your annual leave allowance in this role will be 26 days plus, bank holidays, plus three extra statutory days. (Increasing with service)
<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>	Essential user allowance, plus mileage
<b>Clothing:</b>	All works clothing and boots supplied.



## 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 2010 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 people's 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 9<sup>th</sup> May 2025**.

**(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](mailto:ed@w4idb.co.uk)