

## **Operations Assistant (Flood Risk Management)**

**37 HOURS PER WEEK**

**ANNUAL SALARY: £27,000 - £33,000**

**(depending on qualifications and experience)**



Join a dynamic team at the forefront of managing flood risk in the Upper River Great Ouse catchment. The Bedford Group of Drainage Boards is seeking a driven individual to fill the role of Operations Assistant. This is an exceptional opportunity to embark on a rewarding career path within flood risk management while contributing to vital environmental initiatives.

### **Key Responsibilities:**

- Assist the Operations & Engineering team with project management and delivery of flood risk schemes including Natural Flood Management
- Apply for external funding to deliver projects including Engineering & Biodiversity improvements
- Work closely & engage with external partners including Natural England, Local Authorities, Environment Agency and landowners

### **Qualifications and Attributes:**

- Strong interpersonal and communication skills.
- Exceptional organisational skills, ability to prioritise tasks, and work effectively under pressure.
- Excellent written and verbal communication skills.
- Enthusiastic, positive attitude, and eagerness to learn.
- Meticulous attention to detail and accuracy in record-keeping.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, Internet Explorer).
- Familiar with engineering software such as AutoCAD/Revit, GIS, flood modelling software & drainage software.
- familiar with surveying equipment to carry out on site surveys using GPS equipment.
- Team player with the ability to collaborate effectively internally and externally.
- Commitment to high ethical standards, both professionally and personally.
- Valid UK driving license.

### **Benefits:**

- Access to the Local Government Pension scheme.
- Generous holiday allowance starting at 22 days per year, which increases with full years' service, reaching 26 days, in addition to 4 Statutory Days and 8 Bank Holidays.
- Vehicle allowance

For more details about this position, see the job description and person specification below, contact Phillip Lovesey Operations Manager on 01234 767995 or email [phillip.lovesey@idbs.org.uk](mailto:phillip.lovesey@idbs.org.uk) with any further questions regarding the opportunity.

### **TO APPLY:**

Please send a copy of your CV by email to [phillip.lovesey@idbs.org.uk](mailto:phillip.lovesey@idbs.org.uk), alternatively by post to Phillip Lovesey, Bedford Group of Drainage Boards, Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND.

**The closing date for receipt of applications is 20<sup>th</sup> December 2024.**

We look forward to receiving your application.

## Job Description

<b>Job title:</b>	Operations Assistant (Flood Risk Management)
<b>Department:</b>	Operations Team
<b>Location:</b>	Stewartby, Bedfordshire
<b>Responsible to:</b>	Operations Manager
<b>Responsible for:</b>	No line management responsibilities
<b>Overall Purpose:</b>	To fulfil the role of Operations Assistant & deliver flood risk benefit to the Upper Great Ouse catchment
<b>Grade/Salary:</b>	£27,000-£33,000 (dependent upon Qualifications and Experience)
<b>Employer:</b>	Bedford Group of Drainage Boards
<b>Effective Date</b>	19 <sup>th</sup> November 2024

## Context

The **Bedford Group of Drainage Boards** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the upper reaches of the River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. Together they 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 a national and regional level.

**Internal Drainage Boards (“IDBs”)** are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems and development. Climate change, increasing development and higher intensity rainfall events across the UK, the IDB require more assistance to alleviate flood risk.

As our **Operations Assistant**, you will be responsible for delivery of flood risks projects to alleviate flood risk in the Upper Great Ouse catchment. You will carry out investigations of known flood risk areas within the catchment, propose solutions, work with external partners to produce modelling, create design drawings & deliver works on the ground with internal and external operatives. You will be assisted closely by the Operations Manager and Engineering team.

This is a new role for the Bedford Group of IDB’s and has scale to be suitable from a university graduate to an experienced engineer. We fully support further learning and can provide training to the right candidate. We look forward to you joining our small friendly team.

## Role and Responsibilities

To work as part of a team and contribute to establishing a high performing team recognising and promoting best practice, delivering consistent quality throughout the business in the following areas-

### Operations Assistant

- Deliver projects to alleviate Flood Risk in the Upper Great Ouse catchment
- Carry out investigation work alongside flood risk partners to deliver betterment to the catchment.
- To identify and develop funding bids and proposals for projects that will benefit the district. These could include Natural Flood Management/Nature based solution projects through to more traditional engineering improvements.
- Take projects from initial assessment through to delivery on the ground. You will be involved in the development of work packages including pre-construction information, outline and detailed design, development of engineering drawings and contract award.
- Assist with the management of capital works and projects once on site.
- Ensure both Health & Safety and Environmental legislation are taken into consideration and adhered to as well as delivering Biodiversity Net Gain.
- If required assist the Operations Manager with delivery of maintenance works including contractor management
- Respond to and assist with general drainage enquiries
- Collaborate with External partners such as Environment Agency, Local Authorities, Trusts, Parish Councils
- Interpret and analyse technical designs, plans and model outputs
- Consult internally with Engineers and Operations teams to assess possible impacts of proposals.
- Liaise the residents, landowners, Operational Delivery team and constituent Councils to ensure ongoing efficiency of flood risk management infrastructure.
- Attend site visits to assess proposals, carry out surveys.
- Engage with and consult on National Infrastructure Projects alongside the Engineering team that deliver Flood risk benefit.
- Keep knowledge current and up to date, by proactively engaging in continuous professional development (CPD). Time and access to relevant training courses will also be provided.
- Undertake the necessary support in any flooding incident, including emergency support, post flood assessments, liaison with parties such as Parish Councils and supporting options reviews.
- To undertake any such additional duties that is reasonably commensurate with the level of this post

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>A minimum of 5 GCSE's (or equivalent qualifications) at Grade C or above including maths and English subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Degree within Engineering, Water, Environment, Flood risk sector</li> <li>Working towards professional accreditation (e.g. CIWEM or ICE)</li> <li>CDM/SSSTS/SMSTS</li> </ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience with effective customer liaison and negotiation.</li> <li>Experience of Engineering projects and works</li> <li>Experience interpreting technical plans and information.</li> <li>Competent in Microsoft Excel and Microsoft Word.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within the water / flood risk management industry, civil engineering or a Risk Management Authority (RMA) such as the Environment Agency or Lead Local Flood Authority ("LLFA").</li> <li>An understanding of the structure of local government and of working within a democratic process.</li> <li>Experience of project delivery using NEC contracts and under Construction, Design, Management Regs (CDM)</li> </ul>
Skills/Knowledge	
<ul style="list-style-type: none"> <li>Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure.</li> <li>Effective analytical and negotiation skills as well as a methodical approach to work, demonstrating an attention to detail as well as accuracy in record keeping.</li> <li>An understanding of the Land Drainage Act 1991.</li> <li>An understanding of Geomorphology/Flood Risk/Civil Engineering</li> <li>The ability to interpret and apply technical information (e.g. British Standards, Codes of Practice, technical reports and plans).</li> <li>Good written communication skills (including report and letter writing).</li> <li>Good spoken communication skills (including presentation skills and interpersonal, communication).</li> <li>Ability to competently use computer software such as Microsoft packages (Excel, Word and Outlook) &amp; an understanding of ArcGIS software.</li> <li>Ability to work well with others at all levels both internally and externally.</li> <li>A full and valid UK driving licence.</li> </ul>	

### Other Job Information (e.g. any special factors or constraints)

- You must be physically fit to walk around watercourse and drainage catchments sometimes in inclement weather conditions. Such areas are potentially difficult to access, dirty, remote and/or subject to dense vegetation.
- On occasion the post holder will be expected to work outside of 'normal' office hours to represent the Bedford Group and its member Board's at public meetings, events and committees.
- All work performed/duties undertaken must be carried out in accordance with relevant Bedford Group, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers.
- Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation. As such further duties or refinements of current workload may alter the remit of this role to meet the impact of new work areas on the organisation and/or relevant member Board's. This highlights the importance of the post holder in being an effective advocate for this service area and having a good insight into the wider remits of the organisation.

### 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 will be updated should substantive changes to the role occur or be proposed.

<b>Line Manager:</b>	Phillip Lovesey
<b>Position:</b>	Operations Manager
<b>Date:</b>	19 <sup>th</sup> November 2024