

Lindsey Marsh Drainage Board

Job Description

Job Title:	Project Support (Engineering)
Grade:	2 £26,640 - £30,333 (Dependent on level of experience and knowledge)
Qualifications/Experience:	GCSE Level A-C (or equivalent) and Foundation level relevant qualification or experience in an engineering discipline
Responsible to:	Project Support Lead

Summary of Role

Supporting the coordination and organisation of information for our Engineering Projects, to influence the efficient and effective delivery of the WMC's Capital Works Programme.

Core Responsibilities

1. Coordinating information for projects, including plans and drawings and utility searches.
2. Preparing plans using the Board's Geographical Information System.
3. Coordinating files and maintaining the Asset Management System.
4. Scanning and filing of Engineering Team documents.
5. Data entry and retrieval using the Board's relevant IT systems.
6. Preparing notices of entry for Engineering projects.
7. Organising meetings for the Team, both internally and for external meetings.
8. Administration of contracts and documentation for projects in line with our suite of project management document systems.
9. Updating monthly budget v expenditure reports on major projects.
10. Coordinating content and preparing Board reports and presentations.
11. Supporting Planning and Consenting part of the Team duties as required.
12. Supporting calls coming into the Board to cover absences.
13. Any other relevant administration and coordination duties to support the operation of the Team.

Core Skills, Behaviours and Experience Requirements

1. Foundation level relevant qualification or experience in an engineering discipline, e.g. BTEC First Diploma or NVQ Level 2.
2. Highly organised and with a keen interest in project management and within the engineering environment.
3. Keen interest in serving the public in the water management environment.
4. IT savvy, with demonstrable competence in Microsoft office, i.e. Word, Excel, Access and Powerpoint.
5. A positive and highly motivated approach, and a strong work ethic is essential.
6. Able to communicate confidently and effectively to be able to support the Team as their central point of contact.
7. The ability to use initiative is essential.
8. Motivation for personal development and growth is essential.