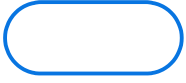


SPA Commercial Assistant



 WorldWide House

 6-Month Fixed Term contract

 R16907

We're recruiting for a Commercial Assistant to join the Strategic Pipeline Alliance (SPA).

Programme Description

The Strategic Pipeline Alliance is creating nearly 500 kilometres of new, interconnecting pipelines to help combat the impact of climate change and keep fresh, clean water flowing across the Anglian Water region. Our purpose is to 'Make the East of England Resilient to the Effects of Drought'.

What will you be doing as our new Commercial Assistant?

- Provide commercial support for the SPA Engineering Teams
- Carry out weekly timesheet reconciliation
- Liaise with team members for missing timesheet data
- Support with the production of monthly commercial reports for the design managers and engineering team
- Learning all aspects of the Commercial Assistant role from; data inputting, cost reporting, data analysing.
- Working in a team which encourages collaboration and innovation in order to be industry-leading in cost control.

A little bit about your skills, experience and behaviours....

- Must be proactive about new ways of working, problem solving and continuous improvement
- Must have a positive approach to developing their own skills and experience
- Confident in liaising with stakeholders and different team members, via regular and structured email contact, to establish complete commercial understanding
- Enjoy working with costs/numbers
- Experience is preferred but not essential - training provided in-house

Our ambition is to build a more inclusive environment. We are committed to celebrating and promoting diversity. This starts with recruitment, and we want to attract all candidates who are a good fit for the role. Sometimes it's all too easy to be held back from applying for a job, whether through lack of confidence or feeling that you don't tick absolutely all the boxes. But here at SPA we are looking for extraordinary people who want to help create a place where everyone can thrive, and where people are excited to be part of the team. So, whatever your background and however you identify, please apply if you think this role is a good fit for you.

... continued

This role will be mainly office-based, working at least 3 days per week from the Peterborough Office¹ with the possibility of working from home for the remainder. The programme also has a number of other operational hubs across the region. The salary will be at least national minimum wage for the appropriate age, or at the national living wage (£9.50 per hour) for ages above; but may be more than this, depending on skills and experience. Travel/accommodation expenses will be covered.

Organisational values:

Utilising the unique skill sets of our partners, Anglian Water, Costain, Farrans, Jacobs, Mott MacDonald and JN Bentley, our strategic pipeline will enable our water resource to move more freely across the Anglian region. Embracing innovation, digital technology, and new ways of working, we operate as a fully integrated and collaborative alliance. To help us work in this way, we look for individuals that demonstrate our key behaviours, aligning with our embedded values and beliefs.

We do the right thing by:

- Being Inclusive
- Caring
- Living LIFE
- Challenging the Status Quo

We build trust by:

- Being Open & Honest
- Working Collaboratively
- Delivering on our Promises
- Coming together over a common purpose

We are always exploring by:

- Deliberately Delivering Differently
- Remaining open to challenge
- Searching for learning opportunities
- Demonstrating continuous improvement

Further programme details:

Anglian Water's Strategic Pipeline Alliance (SPA), formed in 2020, is made up of 4 partners: Costain; Farrans; Jacobs; and Mott MacDonald Bentley (MMB), along with Anglian Water. The programme to be delivered by SPA is to enable Anglian Water to meet its regulatory obligations, to provide additional water at various locations across Anglian Water's operating area, by the end of AMP7 in April 2025. The pipeline, which is being delivered via 20 separate projects, is costing circa £0.5bn; will be over 450 km in length; and constructed of various materials in varying diameters from circa 225mm to 1000mm.

Here at SPA, we embrace continuous development and aspire to do better. If you have feedback or suggestions regarding diversity and inclusion in our recruitment process, please do get in touch.

¹ 3rd Floor Worldwide House, Thorpe Wood, Peterborough PE3 6SB