

TECHNICAL WRITER – 6-9 MONTH FTC

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

Portsmouth Water are excited to announce a new position for a Technical Writer based in our Compliance Department!

As a Technical Writer specialising in water treatment processes, you will play a crucial role in creating engaging and informative training materials. You will collaborate closely with subject matter experts to understand complex technical concepts and transform them into clear, concise, and user-friendly content. The ideal candidate will have a strong background in technical writing, with specific expertise in water treatment processes.

What will you be doing?

Key Responsibilities

- Research and understand various water treatment processes, including coagulation and flocculation, filtration, disinfection, ultrafiltration, and UV treatment.
- Develop training materials, including user guides, manuals, presentations, and online resources, tailored to the needs of diverse audiences.
- Review and edit existing training material for clarity, completeness, and compliance.
- Create and maintain detailed training records, ensuring compliance with industry standards and regulatory requirements.
- Collaborate with subject matter experts to gather information and validate technical content.
- Incorporate multimedia elements, such as diagrams, illustrations, and interactive simulations, to enhance learning effectiveness.



320,000

Properties supplied with water



170 Million

Litres of drinking water per day



21

Natural water sources

Continued on page 2

CONTINUED



Excellence | Integrity | Future Focus

£46,475 - £51,572

GRADE 8

+ non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

6–9-month FTC | Full-time | 38 hours per week

Holiday:

27 days, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

Private Medical Insurance:

Provided by Bupa

Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CLOSING DATE: 9TH AUGUST 2024

What do you need?

Skills, Competencies & Qualifications

- BSc (or equivalent) in a relevant discipline e.g. Scientific Degrees (e.g. Chemistry/Biology/Environmental Sciences) or significant industry experience in a similar role.
- Experience in technical writing, particularly in the water treatment or environmental services industry.
- Strong knowledge of water treatment processes, technologies, and regulatory standards.
- Proficiency in Microsoft Office Suite and document management software.
- Excellent written and verbal communication skills, with the ability to explain complex concepts in a clear and concise manner.
- Attention to detail and the ability to produce high-quality, accurate documentation.
- Strong organisational and project management skills.
- Ability to work independently and collaboratively meet tight deadlines.

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.
Committed to a sustainable future together



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Apply Today

If you have the skills and experience to excel as our Technical Writer, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

Apply Now