JPM1000 Job Profile

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Audience: Environment Agency

Job Information Ctrl + Click this heading to see the notes on completing this section
Job Title: Graduate Trainee
Area/ Directorate and Function: Area and National teams
Date of grading outcome: to be filled in by Job Evaluation: 22 September 2022
Job Purpose: Develop a comprehensive range of knowledge, skills, and behaviours through structured training and on the job learning to achieve professional accreditation with a relevant professional institution or body. In addition to this role profile, additional formal agreements/expectations may be stipulated for the graduate trainee, employer, and professional institution/body. These requirements are all intended to ensure timely progression of the Graduate Trainee to achieve professional accreditation.

*Usually the grandparent manager of the role, Deputy Director or above, to confirm content and affordability to progress with recruitment.

Supporting Information Ctrl + Click this heading to see the notes on completing this section
This is a:

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periodic review of existing job
Explain the need for new job / changed job / review of existing job: There is an existing graduate job profile (equivalent to SG4) that is aligned to the Graduate Engineer Training Scheme. This job profile hasn't been reviewed for many years, does not apply to other graduate schemes or other professional institutions/bodies (beyond the Institution of Civil Engineers and Chartered Institution of Water and Environmental Management). This new job profile will account for all graduate training schemes across the Environment Agency and allow accreditation with a range of relevant professional bodies/institutions (including but not limited to ICE and CIWEM). Broadening the role profile will help to ensure it is reflective of all current graduate training schemes and be fit for purpose for new schemes that could emerge in the future.

Job Specific Information Ctrl + Click this heading to see the notes on completing this section	
Activities: statement	% time
Working on project planning, development, design, and delivery in a range of settings. Undertaking tasks and activity that exposes the trainees to financial accounting and budgeting, preparing business cases, engaging with internal and external customers. Support to teams in operational activity such as enforcement, environmental assessment, monitoring, data gathering and analysis. Some field work such as inspections, gathering evidence, taking measurements, recording information, and responding to incidents. Participating in the creative and innovative development of solutions and related business or process improvements. The work of the graduates will be flexible and aligned to the defined professional capabilities of a relevant professional body. For illustrative purposes, see the examples from both the ICE and CIWEM below: ICE Knowledge and understanding of Engineering Technical and Practical Application of Engineering	70%

Management and Leadership Graduate Trainees following this route enter into a formal training agreement between the Environment Agency, ICE, and themselves. The Environment Agency commits to train the Graduate Trainee and provides a Supervising Civil Engineer (SCE) to do that. The SCE will rarely be the Trainees Line Manager (SCEs are appointed by the ICE following the relevant assessment processes). The development and training of a trainee is directed by the SCE and not their assigned line manager. CIWEM Existing and emerging factors influencing environmental and water issues Planning, implementation, and evaluation of work Safe and effective working practices Communication and professional ethics Professional development	
Undertake and actively participate in structured training, on the job learning and associated activities (e.g., organised training and reviews with line manager/mentor), demonstrating reasonable progression over time, to achieve professional accreditation with a relevant professional body/institution. Graduate trainees can be based in a range of different Area and National teams and may be rotated internally and externally to meet their individual development needs and Environment Agency business need.	10%
Establish and maintain a good understanding of relevant Environment Agency policies and procedures (including health, safety and wellbeing) and undertake activities in line with legislation and best practice, to meet customer and environmental needs.	5%
Establish and maintain good working relationships with internal & external colleagues and customers, to develop effective partnerships and networks that will enable efficient working.	5%
Participate, if required, in out-of-hours Incident and Emergency Response activity.	5%
Engage with structured training activities as directed by scheme	5%

leads, line manager and/or mentor alongside other graduate trainees. This could include national activities such as site visits, summer schools, training, and online virtual events.	

Deliverables:

Whilst this role is about developing relevant knowledge, skills, and behaviours, to achieve professional accreditation, it is equally about delivering outcomes for the Environment Agency as directed by the Graduate Trainee's line manager/mentor.

People Management:

No direct line management responsibilities. As part of the structured training/on the job learning, and to meet the individual requirements of the professional institution/body, supervision of staff and/or contractors/consultants might be necessary at times. This will not however constitute a regular expectation for these roles.

Challenges:

The range of backgrounds Graduate Trainees are likely to come from, and the range of different Area and National teams they could be based in is variable. Graduate Trainees are likely to be working under a mixture of environments including direct supervision, following instructions, working independently, and using their own growing technical, reasoning and judgement to overcome challenges in the workplace.

Describe the interaction (s) with others:

Variable depending on the team the Graduate Trainee is working in. The following provides some examples of typical and likely interactions.

Internally:

Line Manager

Mentor

Other Graduate Trainees

Environment Agency staff

Externally:

Professional institutions/bodies

Customers Training providers
Freedom to act / accountability: Freedom to act will grow over time as the Graduate Trainee grows their knowledge, skills, and behaviours. Accountability will be defined through a bespoke structured training/on the job training programme agreed between scheme lead, line manager, mentor, and Graduate Trainee.
Budget responsibilities: No direct budgetary accountabilities. Graduate Trainees are likely to have some project spend accountabilities during their structured training and on the job learning – as they grow and enhance their knowledge, skills, and behaviours.

Skills, knowledge and experience Ctrl + click this heading to see the notes on completing this section
Experience Requirements: Previous relevant work experience is not an essential requirement for the role, but preferred candidates will have some industry experience (such as a year-in-industry / gap year placement). This is a desirable requirement, but not essential
Educational Requirements: Educated to degree level – suitable to meet the educational requirements for professional registration and accreditation with relevant professional institution/body (including, but not limited to BSc, BEng, BA, MSc, MEng, MA, MRes, PgDip, PgCert or PhD).
Professional Qualification Requirements: Not required at the outset. Upon joining the Environment Agency, Graduate Trainees will be required to register (typically as a Graduate Member) and follow structured training/on the job learning to achieve professional registration/accreditation with relevant professional institution/body.

Additional Information Ctrl + click this heading to see the notes on completing this section

The postholder would typically have a driving licence and be available to support incident response duties.