

create a better place



Senior Landscape Architect

Candidate Information Pack



Job title: Senior Landscape Architect
Job location: Worthing
Date: 17th September 2019
Reference: 12765

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1. Our organisation

Our organisation

We are the Environment Agency. We protect and improve the environment. Acting to reduce the impacts of a changing climate on people and wildlife is at the heart of everything we do. We reduce the risks to people, properties and businesses from flooding and coastal erosion. We protect and improve the quality of water, making sure there is enough for people, businesses, agriculture and the environment. Our work helps to ensure people can enjoy the water environment through angling and navigation. We look after land quality, promote sustainable land management and help protect and enhance wildlife habitats. And we work closely with businesses to help them comply with environmental regulations. We can't do this alone. We work with government, local councils, businesses, civil society groups and communities to make our environment a better place for people and wildlife.

Of course, none of this will be possible without the professionalism and dedication of our staff. We are committed to promoting equality and diversity in all we do, and to valuing the diversity of our workforce, customers and communities.

We're committed to helping our people to find new ways of working and to maintain our focus on creating a better place for people and wildlife. For more information on the Environment Agency and what we do, please visit:

www.environment-agency.gov.uk/aboutus

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

Join us in this role and you will enjoy the following benefits:

Grade Rate: £34,879 (pro-rata - if part time or an assignment)

Location: Guildbourne House, Chatsworth Road, Worthing, BN11 1LD

Hours of work: 37 hours FTE, Permanent.

Leave entitlement: Your leave allowance in this role will be 27 days or equivalent, depending on working pattern, plus bank holidays. Your allowance will be pro-rata if you work part time or you are on an assignment to a role at a higher grade that attracts an increased entitlement. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.

We also offer up to two days paid environmental outcome days each year. These give you the opportunity to take part in community activities with a clear environmental outcome for people and wildlife.

Pension: We will enrol you into the Environment Agency Pension Fund (EAPF) on commencing employment, if your employment contract is for 3 months or more. The EAPF is part of the Local Government Pension Scheme (LGPS). It is a career average scheme, which means you will build up benefits based on your pay each scheme year rather than your final salary.

We will base your pension contributions on your actual pay and you will receive tax and national insurance relief on your contributions. The pension contribution rates currently range between 5.5% to 12.5%. Whilst you are in the scheme we will also pay an employer contribution into your pension pot. We currently pay 18.5%, so this is a very generous scheme.

**Work/life balance:**

We support flexible working hours and practices to help you strike a good balance between your work life and your personal life. We will also encourage you to keep developing your skills and professional knowledge throughout your career.

Diversity:

We are committed to diversity and inclusion. We aspire to be the best employer in the country for equality, diversity and inclusion (EDI) and want all our staff to feel valued and respected and to see this as a great place to work. From our EDI executive champions to our EDI employee networks, everyone has a part to play to embed equality, diversity and inclusion in our organisation. Diversity: it's in our nature.

Relocation:

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.



3. National Environmental Assessment Sustainability (NEAS)

The advertised role sits at the heart of our National Environmental Assessment Sustainability (NEAS) team and drives our aspirations as an effective asset and programme management organisation. The role contributes environmental risk management to the development and delivery of large-scale projects, in particular our flood risk asset management programme.

As part of a high performing, collaborative team, you'll be involved in ground-breaking and award-winning work where you will be working closely across internal departments, the wider Defra group, statutory bodies, our Framework supply partners, businesses and communities, leaving a valuable and lasting legacy for the future. Take this challenge on, and your opportunities to be a part of an inclusive and creative organisation, putting people and wildlife at the heart of what we do, will be a life enhancing experience.

Our teams

NEAS Hub Teams

Based across England in 7 locations, our NEAS Hub Teams are responsible for the input of high quality environmental and sustainability advice to collaborative Project Delivery Teams principally at the project development stages, to ensure that all environmental risks are identified and appropriate measure are put in place to mitigate and reduce risk to acceptable levels. The Hub Teams are responsible for ensuring that the need for consents and approvals are identified. A critical role of the NEAS Hub Teams is to identify opportunities to enhance the environment for people and wildlife and liaise with environmental stakeholders to get their buy in.

National Technical Team

Our National Technical Team support our local NEAS teams by ensuring that our staff are kept abreast of changes to environmental legislation (domestic and international), deliver national training and develop procedures. They also promote the good work of NEAS internally and externally, play a key role in the Agency's extended maintenance programme and carry out or oversee the Strategic Environmental Assessment of national and local Plans.

Principal Specialists Team

Comprising Principal Landscape Architects and Principal Archaeologists this national team oversees the local delivery of Landscape Architecture and Heritage duties in NEAS. The team provides advice assurance on our higher risk projects. They also define Landscape Architecture and Heritage work in the Environment Agency, providing development materials and support as required.

National Business Team

Our National Business Team support the NEAS managers and staff by providing accessible information on key aspects of the NEAS business. They analyse performance against targets, maintain oversight on budget expenditure and monitor income generated through time charging as well as a wide range of other activities.

Flood risk management schemes that NEAS have been involved with

Upton-upon-Severn

The area of Upton-Upon-Severn has a close relationship with its river. Pubs, bars and restaurants all line the river front, attracting locals and tourists. But in 2007 after heavy rainfall, the river burst its banks and flooded large swathes of land around it. In response, we completed a £4.6M scheme which, among other things, included a 300m long flood wall topped with a glass wall along the river bank to keep flood waters contained.

We were conscious as a result of our visual assessment and other studies that we did not want to create a high and imposing wall that would close people off from the river and destroy their relationship with it, so we came up with something else which would also be acceptable to the Town Council and Local Planning Authority. Using innovative approaches, we installed a permanent brick clad defence with glass panels along the top. It's just as stable and resilient as a wall but it retains the important views and interaction with the river.

The wall has been hailed as a huge success allowing people to still see the river while remaining protected. The wall also incorporates floodgates, giving riparian access to beer gardens and other landowners on the banks when the river is low.



For more information on the Upton-upon-Severn flood risk management scheme, visit <https://www.gov.uk/government/publications/upton-upon-severn-flood-risk-management-scheme/upton-upon-severn-flood-risk-management-scheme>

<http://www.gov.uk/environment-agency>

Medmerry coastal realignment

The area of Medmerry on the coast of Sussex was prone to flooding. In 2008, the sea breached the shingle sea defence causing around £5M of damage to the nearby towns of Pagham and Selsey. The increasingly ineffective barrier was becoming gradually more expensive to maintain, so we decided to take a new approach.

After negotiating with local land owners, we decided to carry out our largest managed realignment scheme ever....over 180 Hectares. The scheme allowed the sea to breach the shingle defence, flooding an area of low grade farmland along the coast. By doing this, it created a salt marsh buffer between the sea and the nearby towns, allowing a smaller, more maintainable defence to be built inland. In total, around 300 homes have been protected by the new measure. NEAS played a critical role in this large and complex project.

The area is a great example of sustainable flood risk management and working with natural processes. Medmerry serves as compensatory habitat for projects around the Solent. For more information on the Medmerry coastal realignment scheme, please visit

<https://www.gov.uk/government/publications/medmerry-coastal-flood-defence-scheme/medmerry-coastal-flood-defence-scheme>.



‘Saltern Wetlands’ Managed Realignment Site, Greatham Creek, Tees Estuary

NEAS faced and overcame numerous challenges, working as part of a multi-disciplinary team, in recreating intertidal habitats in a heavily industrialised environment at Greatham Creek on the Tees Estuary, Hartlepool. The ‘Saltern Wetlands’ managed realignment scheme is a critical project identified in the Environment Agency’s Tees Flood Risk Management Strategy. It provides the compensatory habitat that is required as a consequence of proposed flood defence improvements within the Tees Estuary, and predicted habitat losses arising from the of the coastal Redcar Flood Alleviation Scheme. The site delivers 22ha of intertidal habitat (mudflat and saltmarsh) plus 18 ha of freshwater and wet grassland habitat.

NEAS was critical in overseeing the environmental impact assessment and habitats regulations assessment of the scheme, securing all necessary consents, and working with key partners as part

<http://www.gov.uk/environment-agency>

of an environmental steering group, to inform the design of the scheme, develop a management and monitoring plan for the site, and ultimately gain widespread stakeholder support for the scheme.





4. The role

Our advert describes the day to day activities of the role, the team it operates within and the skills/experience we're looking for from applicants. This information should be read in conjunction with the job family role profile that we've provided.

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade.

The role of Senior Landscape Architect fits into our Asset Management Job Family at Grade 5

Please contact the vacancy manager if you would like to discuss the role in more detail.

Senior Landscape Architect

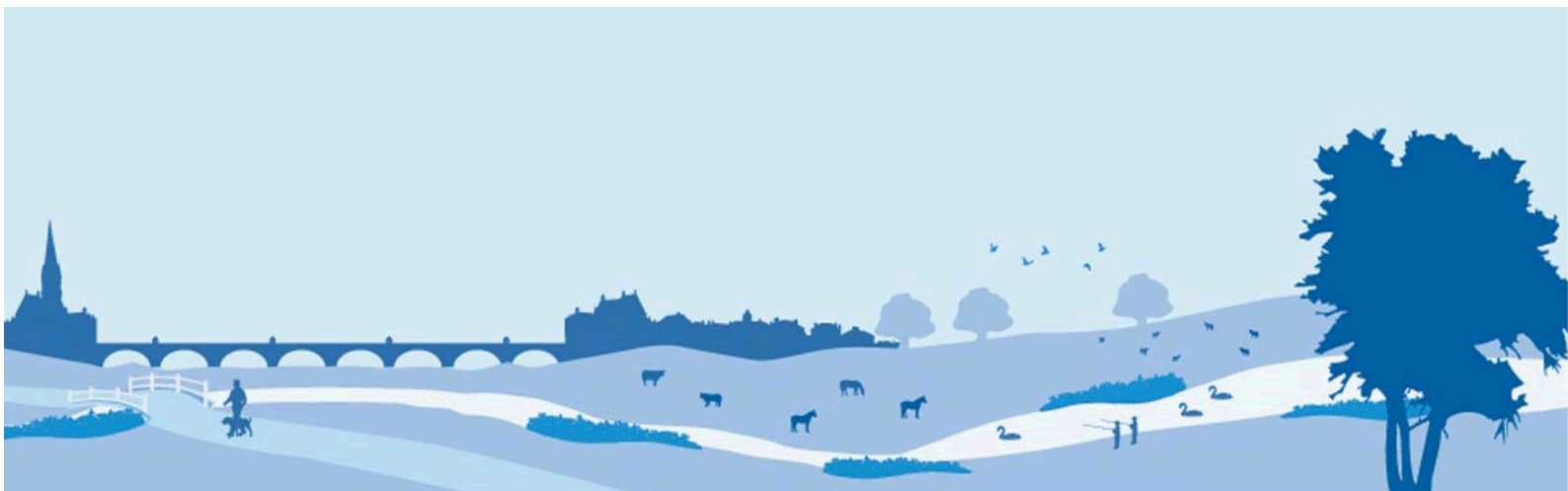
We're looking for an experienced Senior Landscape Architect to join National Environmental Assessment and Sustainability (NEAS) team to provide technical advice and guidance on landscape issues to the Environment Agency. NEAS oversee the effective management of environmental risk on our Flood Risk Management projects and identify and help deliver environmental enhancements that leave a better place. You will play an important role in helping the Environment Agency reduce flood risk to 300,000 homes across the UK by 2021. Your contribution will be key to ensuring that the flood projects are delivered with attention to landscape impacts and relevant consents secured to help deliver positive outcomes for people and wildlife.

The role will provide advice to project teams developing capital schemes and strategies, primarily to manage flood risk. This will include defining the scope and input to procurement and bid evaluation and quality assuring landscape and environmental design consultancy work. Your advice will help manage landscape risks to projects, identify opportunities and deliver innovative, cost-effective environmental outcomes to major civil engineering infrastructure projects. Applicants should have a good knowledge and experience of strategic and landscape planning, green infrastructure, landscape design and contract administration. You'll be qualified to at least graduate standard (or equivalent) in a relevant discipline and be a Chartered Member of the Landscape Institute (or working towards) with a minimum of 6 years professional experience. You will need to have effective communication and influencing skills and be able to work as a key adviser to project teams. You will work within a team of dedicated landscape architects, heritage, SEA and EIA expert advisers.



Key Competencies required for the job

Capability	Description
Achieves results	Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.
Legislative Knowledge	Applies a knowledge of statutory environmental and technical requirements to protect both the Environment Agency and the environment.
Environmental Awareness	Appreciates the impact that activities have on the environment and identifies ways to protect and preserve the environment for the future and limit negative environmental impact.
Focuses on efficiency, innovation and quality	Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.



5. Further Information

The Environment Agency values a diverse workforce and welcomes applications from all sections of the community who wish to join a workforce which embraces difference and welcomes everyone.

We aim to create and maintain a diverse workforce (including our Board and Executives) that better reflects the UK's economically active population. Therefore, we particularly welcome applications from Black, Asian and Minority Ethnic (BAME), disabled, female and LGBT+ candidates who are under-represented across our workforce.

We will consider flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

The roles will require some travel and overnight stays and will require the possession of a UK driving licence.

Eligibility to apply and continuity of employment

Employment agency workers and contractors are considered to be external candidates and should therefore only apply for positions that are being advertised externally. They are also not eligible to claim continuity of employment should they be successful in securing a position with the Environment Agency.

If you have been a member of a Regional Flood and Coastal Committee in the last 12 months we will not be able to continue with your application based on agreed appointment rules related to employing ex-RFCC members. We would welcome an application from you once the 12 month period have passed.

For applicants who currently work in local government or other bodies listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, you may be eligible for continuous service for the purpose of calculating any future redundancy payment. In addition, if you can demonstrate that you have worked at the Environment Agency immediately before joining the Civil Service and are now being re-employed by the Environment Agency within a period of three years of leaving, you may also count your Civil Service employment for the purpose of calculating your service related entitlements as outlined above. If you are unsure of your status then you should contact your own HR Team.



Pre-employment Checks

We apply the Baseline Personnel Security Standard (BPSS) check when recruiting staff to our posts. This includes a basic criminal records check.

For the great majority of roles in the Environment Agency this will be sufficient and only certain roles will require a higher level of clearance. Should this be necessary, you will be advised of this during the recruitment process.

Positions based at our London office or roles that require frequent travel to London require CTC level security clearance. This will be confirmed to you during the recruitment process.

Want to find out more?

To find out more about what it's like to work at the Environment Agency, please visit:
<https://www.gov.uk/government/organisations/environment-agency/about/recruitment>





6. How to apply

We use an online recruitment system. To make the application process simple and straightforward, and so that you know how it works and what we need from you, we've put together a few hints and tips. Make sure you have all the information you need about the vacancy. For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.

The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

Once you've clicked this link you'll then be asked:

- Do you have the right to live and work in the UK?
- Do you have the required qualifications or equivalent experience, which were stated in the job advert?
- Are you currently an employee of this organisation?

Simply answer yes or no and you can carry on with your application. You'll then see the '**Register**' page. Simply complete the details and select '**Submit Registration**' and register to the system. You only need to sign up to the system once; you'll just be able to login next time.

When it comes to the actual application, you need to fill out each section, please be aware that the system will automatically time out if you are inactive for more than 60 minutes. This will result in any unsaved information being lost so make sure you save what you are doing regularly. Once you've finished, your details and information will be saved on the system for any future applications – of course, you can edit your details at any point.



When you apply to the Environment Agency for a job we will ask you to provide your personal data on our application form. We need this information so that we can establish your identity and your right to work in the UK.

You can read our Data Protection Statement on the application process page of our recruitment system. It is also available for reference on each page of the actual application.

Competence Questions/Statement

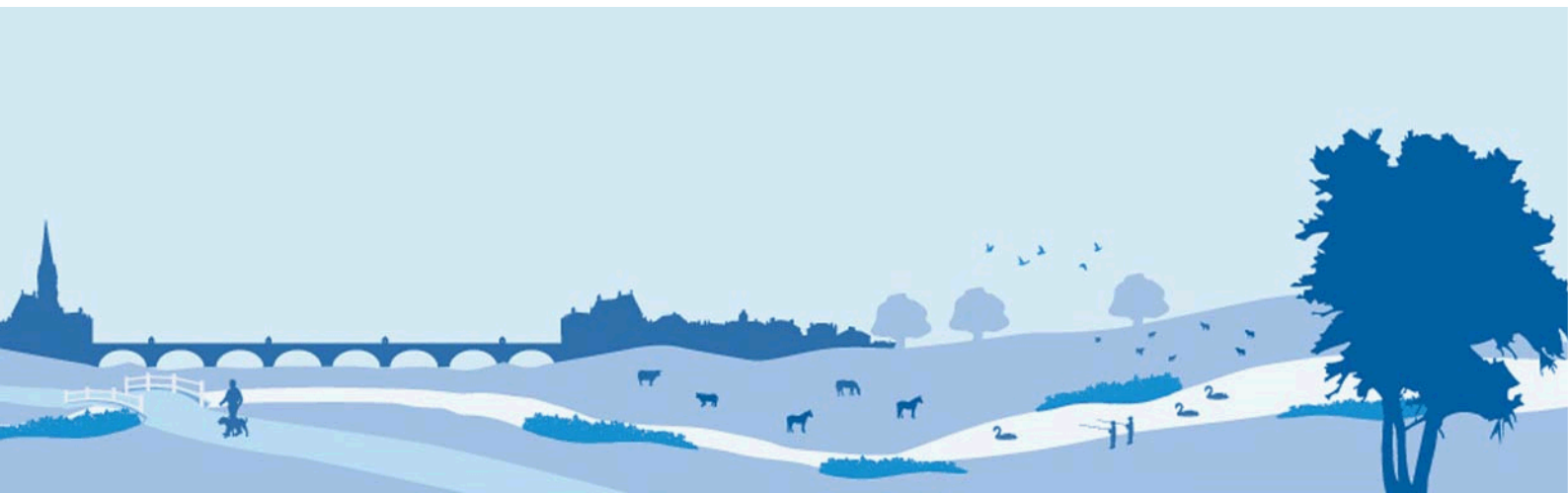
We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience.

There's a 250 word limit per competence including spaces. It's a really important part of the selection process so make sure you keep your statement relevant and concise. Think about what we need to know about you and what you'd bring to the role and our organisation.

Application questions

For some roles, we'll ask you some specific questions, like if you have a preferred work location. If you're disabled and you'd like to be part of our Guaranteed Interview Scheme, you can add this information in here.



Equality and Diversity

We're committed to reflecting the communities we serve and we'd like you to tell us about yourself and your background.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done.

Please be aware that once you've submitted your application, with the exception of the 'Personal Details' section you will not be able to edit your application further. If you decide to withdraw your application, you will not be able to submit another application for the same vacancy.

If, at any stage, you have questions or problems, please contact the recruitment team on 0845 241 5350 or email ea_recruitment@sscl.gse.gov.uk

Setting up 'job alerts'

If you have been unsuccessful with your application you can set up email alerts for future vacancies. You will automatically receive an email when a job that matches your criteria becomes available. To do this simply click on '**create a new job alert**', enter your job criteria and save.

ENVIRONMENT AGENCY BENEFITS



The Environment Agency offers an attractive and competitive benefits package, including:

Core Benefits	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p>Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p>Pension Scheme A final salary pension scheme. Contributions are based on your full time equivalent pay and range between 5.5% and 12.5%. The Environment Agency contribution is currently 18.5% of your pay.</p> <p>Holidays Attractive annual holiday entitlement starting at 25 days (or equivalent) plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year</p> <p>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p>Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p>Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.</p> <p>Examination Leave Paid leave for exams and revision for approved studies.</p> <p>Professional subscriptions We will pay the membership fees for one relevant professional association.</p>	<p>Flexible Working Flexible working patterns including job share.</p> <p>Family Friendly Benefits Discounts on selected childcare products and services via MyLifestyle.</p> <p>Travel & Transport Benefits A range of travel and transport benefits via MyLifestyle.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests for DSE users.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Events and activities including subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs via MyLifestyle.</p>	<p>Interest Free Loans For season tickets, bicycles and safety equipment.</p> <p>Special Leave Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Relocation Assistance Free Car Parking</p>