

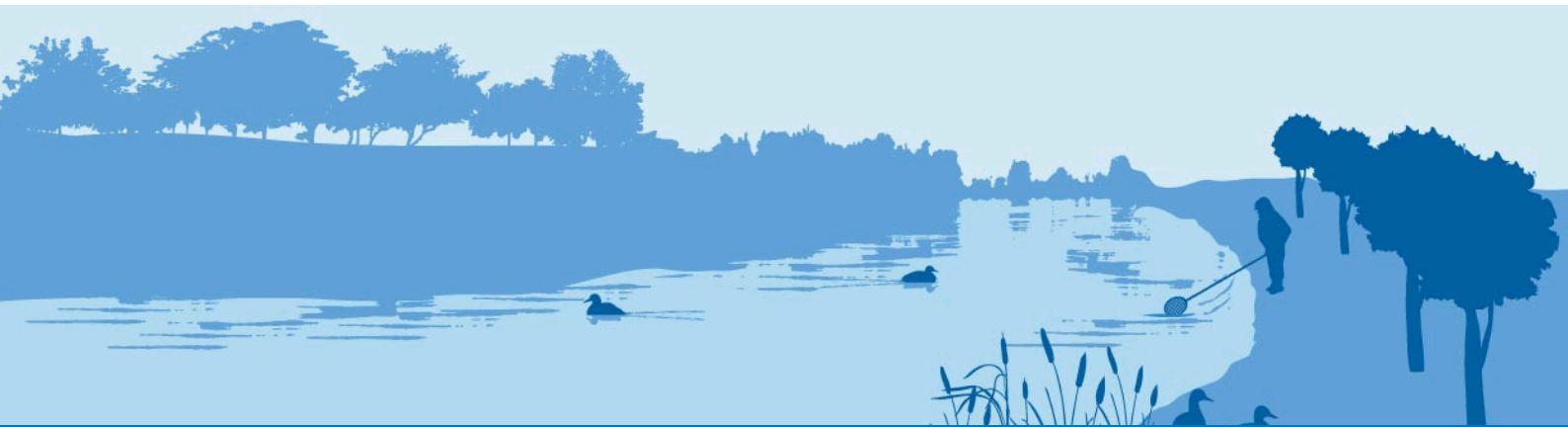
create a better place



Flood Risk Management Strategy & Engagement Deputy Director Candidate Information Pack

Please consider the environment and only print this document if you really need to.

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



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1. Our organisation

We are the Environment Agency. We create better places for people, wildlife and the environment. We put the climate emergency at the heart of everything we do and help society adapt to environmental challenges such as flooding, drought, sea level rise and coastal change.

We improve and protect the quality of our air, land and water by tackling pollution. We work with businesses to help them comply with environmental regulations and believe a healthy and diverse environment enhances people's lives and contributes to sustainable and resilient economic growth.

We know we cannot do this alone. We work together with local, national and global partners. This includes Defra group (the Department for Environment, Food & Rural Affairs), wider government, businesses, local councils, charities, civil society groups, local communities and international bodies. We strive to make the right decisions today, for the people, wildlife and environment of tomorrow.

Our new Five Year Plan, EA2025, translates our vision for the future into action. We will protect and enhance the environment as a whole and contribute to sustainable development. Through this we will contribute to the United Nations Sustainable Development Goals and help protect the nation's security in the face of emergencies.

The plan sets out 3 long term goals:

- A nation resilient to climate change
- Healthy air, land and water
- Green growth and a sustainable future

These goals will drive everything we do today, tomorrow and to 2025. They champion sustainable development, support our work to create better places and challenge us to tackle the climate emergency and deliver a green economic recovery for everyone.

Our culture is our strongest asset. It defines how we behave personally and collectively when at work.



2. Our organisation continued

Our new action plan will only succeed if we sustain and strengthen our culture which is summarised in the following statements:

- Yes, if: we will take this approach in all that we do
- Think big, act early, be visible
- Seek partnership, show leadership
- Focus on outcomes not processes
- Embrace difference, include everyone
- One team: support and trust each other to do the right thing
- Stay safe and grow: invest in the wellbeing and development of all

www.environment-agency.gov.uk/aboutus

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3. Salary and benefits

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

Grade Rate: £71,000 to £90,119 (pro-rata - if part time or an assignment)

Location: Flexible, regular travel to London is likely to be required

Hours of work: 37 hours, flexible working patterns will be considered

Leave entitlement: Your leave allowance in this role will be 27 days or equivalent, depending on working pattern, plus bank holidays.

We 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. Whilst you are in the scheme we will also pay an employer contribution into your pension pot.



3. Salary and benefits continued

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.

Tenancy deposit loan:

Our Tenancy Deposit Loan scheme assists employees directly employed by the Environment Agency in meeting the costs of a deposit for a privately rented home, which can sometimes act as a barrier to moving.

The scheme gives access to an interest free loan to pay for some or all of a deposit on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



4. The role

The role of Deputy Director for Flood and Coastal Risk Management (FCRM) Strategy & Engagement fits into our EMP120 job family at grade EM1.

Role

The FCRM Strategy and Engagement teams are responsible for setting the strategic direction of Flood and Coastal Risk Management and contributing to the Environment Agency's and government ambitions for a nation more resilient to flooding and coastal change, that is ready to adapt to climate change.

The FCRM Strategy and Engagement teams are responsible for:

- Setting the strategic direction of flood resilience and the delivery of the National Flood and Coastal Erosion Risk Management (FCERM) Strategy and the Environment Agency's Strategic Overview role.
- Enabling effective stakeholder engagement to deliver the Environment Agency's outcomes and the broader ambitions for all FCRM risk management authorities through collaborative relationships with partners.
- Working with government and other opinion formers to inform and shape policy on flood resilience and adaptation – including relating to property flood resilience, community resilience and natural flood management.
- Planning and organising large national FCRM stakeholder events and for providing expert advice to Environment Agency staff on effective engagement approaches.

You will be an outstanding leader, with significant experience of working across a range of public policy matters, notably in relation to environmental, sustainability and climate resilience topics. As well as building strong internal and external relationships, you'll seek to form strong partnerships with key players in government to deliver the Environment Agency's strategic aims. This role will play a central part in shaping the delivery of the national FCRM Strategy and influencing the thinking of key players in government and beyond.

Your teams (circa 40 FTEs) will be located across the country, with bases in London, Bristol, Leeds and Birmingham and you will have high profile meetings all over the country. As your teams are based around the country, you'll need to be both able to travel or work remotely to suit business needs. Your excellent interpersonal skills will see you able to manage your team both face-to-face or remotely.

The role reports into the Director of FCRM Strategy and National Adaptation based in the National FCRM Directorate.



4. The role continued

Principal accountabilities

The key accountabilities of the role are to:

- Set the strategic direction of flood resilience in England and providing leadership for the Environment Agency's Strategic Overview role.
- Spearhead the delivery of the National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England working in collaboration with partners.
- Lead teams responsible for providing expert advice to inform and influence Directors, the Executive Directors Team and government departments.
- Bring together evidence and analysis required for external reviews of the FCRM business, for example by parliamentary committees, including during and immediately after flood incidents.
- Provide governance and leadership support for the Chairs of the Regional Flood and Coastal Committees and the EA's FCRM Board member leads.
- Influence, advise and engage with external national stakeholders in the FCRM business at the highest level
- Work collaboratively with Operational leaders in the EA to shape the future FCRM business and delivery priorities.

Key attributes

As a Deputy Director in the FCRM Directorate you will provide leadership to the organisation and embody our values, leading colleagues effectively through change where necessary.

You will be a credible, influential, inspiring and engaging leader with solid experience developing and managing teams. You will be a strong and decisive leader; able to deliver outcomes by working collaboratively with others, under pressure and a high degree of public scrutiny.

You will have the strength of mind – and personality – to influence complex issues and gain all-important buy-in from all levels of staff, as well as key stakeholders and external bodies. You know exactly what you want to achieve and you'll make it happen.

Knowledge/Qualifications

Educated to degree level or equivalent.



4. The role continued

Person Specification

- Extensive experience of working with government and other expert organisations on public policy matters, notably in relation to environmental, sustainability and climate resilience topics.
- Proven experience in developing and influencing strategic outcomes with a range of stakeholders.
- Experience leading, managing and motivating multi-disciplinary teams.
- Experience of communicating complex ideas and proposals effectively within a large organisation which has operational delivery functions.
- Experience in delivering major programmes of work that support business change and improvements.



5. The Recruitment Process

The closing date for applications is 23:59hrs on **28th March 2021**.

It is essential that your CV and statement of suitability provide full but concise information relevant to the appointment, clearly demonstrating how you meet the Person Specification detailed in section 4.

The Interview Panel will consist of Julie Foley (Director of FCRM Strategy and National Adaptation, Environment Agency), Lee Rawlinson (Director of Regulation and Business, Environment Agency) and Rachel O'Brien (Senior HR Business Partner, Defra).

The interview assessment is expected to take place virtually on **20th and 21st April 2021**. The assessment will also include a Staff Engagement Exercise.

Further details about the format will be provided to you in advance.

For further information please contact Flood and Coastal Risk Management Director Strategy and Adaptation: julie.foley@environment-agency.gov.uk



6. 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.

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.



6. Further information continued

Eligibility to apply and continuity of employment cont.

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>





7. 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.

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.

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. 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.



7. How to apply continued

In order to apply, please submit your CV and a statement of suitability. **Please note – you must upload your CV and statement of suitability as one document/file on the recruitment system (do not submit them as separate documents).**

Applicants should attach documents in one of the following formats:

- '.doc'
- '.docx'
- '.pdf'

A '.dotx' file it is not a recognised format and therefore will not be visible for sifting.

Curriculum Vitae

Your CV should be of no more than three A4 pages in length. It should be tailored to the requirements of the post and include details on your current and most recent role, skills, experience, notice period and salary.

Statement of Suitability

Your statement of suitability should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role as detailed in section 5.

Anonymity

Please note that in order to maintain anonymity during the shortlisting process, it is very important that you do not include any personal details on your CV or covering letter which could identify you. The aim at this stage is for your application to be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

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.



7. How to apply continued

Equality and Diversity

We're committed to reflecting the communities we serve and would encourage candidates to complete the standard EDI questions on the electronic system. If you're disabled and you'd like to be part of our Guaranteed Interview Scheme, please add this information.

Submitting your application

Once you've 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, you will not be able to edit your application further. If you do 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@gov.sscl.com

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 FOR EXECUTIVE MANAGERS



The Environment Agency offers an attractive and competitive benefits package and a great place to work.

"We want the Environment Agency to be a life-enhancing place to work - a place where you feel able to bring your whole self to work and where difference is truly valued. Being a diverse and inclusive organisation is essential for everyone's wellbeing, engagement and productivity. It also means we will better reflect the communities we serve, helping us to do even better for people and wildlife." **James Bevan, Chief Executive**

Core Benefits	Your Development	Your Work/life Balance	Your Health & Wellbeing	Additional Benefits
Basic Salary Competitive salary, which is reviewed annually as part of pay award, in line with Senior Civil Service pay guidance.	Performance Management Individual performance plans, learning and development matched to your agreed career objectives.	Flexible Working Flexible working patterns including flexitime and job share.	Employee Assistance Programme and Occupational Health Access to a free independent, confidential service available 24/7 plus occupational health services and free eye tests.	Performance Related Pay (PRP) Participation in the Performance Related Pay (PRP) scheme which operates at the Environment Agency's discretion, subject to eligibility criteria and within government pay policy.
Pension Scheme We offer a multi-award winning career average scheme. The contribution rate you pay will depend on your full-time equivalent pay. Whatever the rate of your contributions we will pay a percentage of your pensionable pay into the pension fund. 2020/2021 we will pay 19% of your pensionable pay.	Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.	Family Friendly Benefits We offer a number of discounts and offers on family friendly products and services via our Benefits provider.	Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts organised locally. As well as to join the Civil Service Sports Council (CSSC) that provides sports and leisure opportunities and special offers for public sector workers, including free family membership of English Heritage.	Interest Free Loans For season tickets.
Holidays Annual holiday entitlement starting at 27 days plus statutory bank holidays pro-rated if you work part time	Examination Leave Paid leave for exams and revision for approved studies.	Travel & Transport Benefits Cycle to work scheme, which enables you to get a tax free bike to use as part of your commute, plus a range of travel and transport benefits.	Health Discounts Optional discounts provided by a number of external providers and health clubs.	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.
Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.	Professional subscriptions We will pay the membership fees for one relevant professional association.	Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences.	EM Medical Bi-annual medicals with Nuffield Health.	<i>The following benefits only apply to eligible roles:</i> Lease Car Scheme Relocation Assistance

