

create a better place



Ncpms Data and Information Analyst (reporting)

Candidate Information Pack

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

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

Job title: Ncpms Data and Information Analyst (reporting)
Job location: National (Exeter, Bristol or Worthing is preferable)
Date: November 2017
Reference: 7165

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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'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





2. The role

Role

The National Capital Programme Management Service (ncpms) provides the Environment Agency with an effective project and programme management service. We operate through strong and well-qualified teams. A wide range of project management skills and experience means that we can take on projects from a range of internal and external clients. We manage projects throughout their lifecycle: from initial strategic planning through to implementation and delivery of the final output.

While we are a national service, we provide local delivery through offices across the country. The majority of our work is concerned with the project and programme management of appraisal, design and construction for schemes that alleviate flood and coastal risk. Schemes range in value from hundreds of thousands to multi million pound endeavours. We are increasingly expanding our project management services into other arenas, including organizational change management. We have a strong commercial arm who oversee agreements and relationships with our framework suppliers.

The ncpms Planning and Performance Team views performance across all ncpms activities, providing management information to drive improvement. Manipulating data into information is highly important, but so too is the ability to understand, support and influence people. Through communicating and engaging with groups and individuals we explain; why things are needed, what needs to be done and by when, and then we provide; support, guidance and even training when needed to effect change.

You will work in the planning and performance team engaging widely across the business to transform performance data into; business, commercial and programme information across National Capital Programme Management Service (ncpms) activities for the Flood and Coastal Risk Management Programme. While providing specific capabilities for the team you will also have a general understanding and capability across the team's operation and will support accordingly as the need arises.

We are looking for someone who already understands how to turn disparate and sometimes incomplete data sets into business information that can be used to drive the business forward. You will have a good understanding of the best systems, techniques and methodologies to be employed to get the best value results. You will be familiar and highly effective at cleansing,

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manipulating and translating data to present high quality and reliable information. You will have the business insight and communication skills to bridge the gaps between trends and analytics drawn from data and business operations. You must be a team player, ready to support and promote your colleagues.

Principal accountabilities

Your key responsibilities will be;

- 1) Collate and analyse relevant business and management information on a regular and ad-hoc basis for commercial and programme disciplines. (note: data processing tests will form part of the interview)
- 2) Produce both static reports and dynamics dashboards for a range of audiences from executive to operational level
- 3) To assist in the production of key performance indicator reporting and variance analysis for commercial and programme disciplines.
- 4) To assist in developing models and modelling techniques that support business objectives.
- 5) To challenge and assist the development of data management practices (including Business Intelligence activities) and processes, helping to identify appropriate new systems and calibrating them for use in the business.
- 6) Provide tuition and support to the team and the business in data analysis techniques.

Knowledge/Qualifications

The role is; diverse and challenging, it can be fast-paced and often changes. Analytical skills are central, as are; initiative, ownership, time management, prioritising workload, building relationships, and project management skills. Effective communication of conclusions and recommendations, showing empathy and understanding of your audience is essential.

Capabilities include;

Essential

- Highly proficient in data analysis using Excel (cleaning, processing and visualising data in Excel 2013 as a minimum)
- Able to manage yourself, being; highly motivated, organised, resilient and able to deliver
- Strong influencing and communication skills
- The ability to thrive in a changing environment
- Developed and delivered business information using data analytics

Preferable

- Knowledge of supply chain management/commercial frameworks/construction programmes
- Experience of using either; SQL or other database querying languages, R, Python, VBA or DAX
- Experience using BI application(s) such as; Power BI, MatLab, Tableau, Qlik
- Experience of data warehousing and business intelligence platforms
- Project management qualifications (E.g. Prince2 or APMG)

Skills/Abilities/Experience

- Achieves results
- Uses Initiative
- Influences and Persuades Others
- Takes Decisions and Solves Problems
- Data and information management
- Focus on efficiency, innovation and quality.

3. Salary and benefits

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

Grade Rate: £34,330

Location: Exeter, Bristol or Worthing is preferable – other locations considered

Hours of work: 37 hours, Permanent Contract

Leave entitlement: Your leave allowance in this role will be 27 days plus bank holidays. 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 want all our staff to feel valued and respected and to see this as a great place to work. Diversity: it's in our nature.



4. Further information

To bring the advantages of co-location it is preferred that the postholder is based in our Worthing, Exeter or Bristol office.

For further information, plus instructions on how to apply, please see the accompanying Candidate Pack, or contact Chris Harding on 02030257260 or by e-mail at chris.harding@environment-agency.gov.uk.

Salary £34,330 (potentially more for exceptional candidates, based on skills and experience).

Some national travel and overnight stays are required in this post.

When providing evidence for competencies within your application, please give examples of how you clearly demonstrate these either within the context of this role or as transferable skills. Please do not attach CVs.

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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female candidates who are under-represented across our workforce.

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

Please note that Environment Agency employees are not civil servants so you may wish to check your eligibility for continuity of employment by contacting your HR department. All eligible bodies are listed in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999.

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.

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>

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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.

5. 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. (For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.) 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?' and '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. If, at any stage, you have questions or problems, please contact the recruitment team on 0845 602 6099 or email ea_recruitment@sscl.gse.gov.uk

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.

