

create a better place



Senior HR Business Partner

Candidate Information Pack

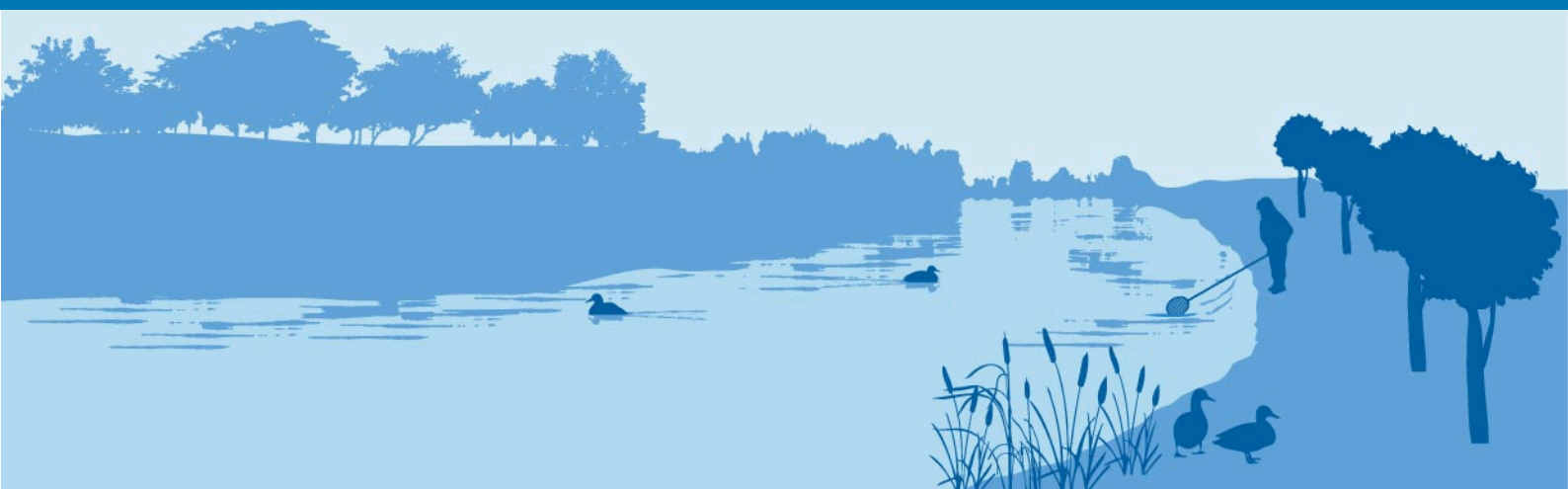
Please consider the environment and only print this document if you really need to.

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

Job title: Senior HR Business Partner (Fixed Term contract or Assignment for up to 12 months)
Job location: Leeds, Warrington
Date: 25th April 2017
Reference: 4997

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1. Our organisation

Our organisation

We are the Environment Agency. We protect and improve the environment and make it a better place for people and wildlife. We operate at the place where environment change has its greatest impact on people's lives. We work closely with a wide range of partners to make sure there is enough water for people and wildlife; reduce the risk of flooding; protect and improve air, land and water quality and apply the environmental standards within which industry can operate.

Indeed, the need for our work is becoming ever more important. The impact of climate change, the needs of a growing population, the changing patterns of energy production and agriculture, the impact of waste: these all place greater demands on the natural environment and our human relationship to it. From our Head Office in Bristol, and from offices and depots all across England, we work to protect and improve the environment by:

- reducing the risk of flooding and helping to protect people and places;
- helping businesses to make sure they don't harm the environment through pollution or by taking too much water. We issue licenses and permits, and take action against those who don't take their environmental responsibilities seriously;
- improving the environment for people and wildlife. We help people get the most out of their environment, including boaters and anglers. And we complete around 400 projects every year to improve the places where threatened species live;
- working with government, industry and local authorities to make the environment a priority.

Of course, none of this will be possible without the professionalism and dedication of our staff.

We are 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

Exciting opportunities have arisen for two Senior HR Business Partner roles to work alongside National Operations leadership teams in building capacity, capability and commitment of their people to deliver effective business outcomes. The two roles are;

- Senior HR Business Partner to National Operations Environment and Business (Permanent)
- Senior HR Business Partner to National Operations Flood and Coastal Risk Management Asset and Incident (Fixed Term Contract for up to 12 months - maternity cover)

Working in partnership with the business you will be responsible for, and experienced in, coaching senior leaders to diagnose and develop people solutions that will enable the development of high performing teams and sustained resilience during periods of change.

As an experienced leader and HR professional you will be able to demonstrate a proven track record in 'business partnering' to a wide range of customers and used to working in complex matrix organisations. You will be able to demonstrate how you have practically applied your knowledge and experience of managing change, workforce planning, leadership development, talent and succession planning, underpinned by good employment law, to manage business risk and deliver tangible business improvements.

In leading and motivating a team of dispersed HR Professionals you will be able to demonstrate a strong commitment to our business, HR profession and your team.

Principal accountabilities

- Provide lead expert advice, guidance and support to senior managers / external partners, in line with relevant legislation and best practice, in order to effectively underpin risk based decision making and support environmental outcomes.
- Lead an operational team to deliver effective results on time, to required quality standards and cost, to fulfil the business plan and achieve / support environmental goals.
- Recruit, develop and motivate team members to ensure that an effective and appropriately skilled team is maintained, and a culture of continuous improvement developed and individual and team performance optimised in line with strategic goals.
- Plan, monitor and control resources to maximise the efficient and effective use of finances and people in order to ensure that all activities are completed to time, cost and quality targets
- Lead and support team members through organisational change effectively so that improvements and benefits are realised and better ways of working delivered which support customer and environmental needs.
- Provide high level advice, support and guidance as lead expert in the organisation, to inform and influence Executive Managers' and effectively underpin risk based decision making.
- Provide high level direction for the application of policy and process into and across the function/s in an efficient and integrated way.

- Lead on establishing and maintaining good relationships with senior managers and external partners to understand and influence their activities and promote and enhance Environment Agency goals and reputation.
- Monitor progress of work, identify risks in the delivery of priorities and implement timely resolution of issues, to ensure appropriate reallocation of time, finance and effort and enhancement of the service.

Knowledge/Qualifications

Likely to be educated to degree level or equivalent.

Professionally qualified in a relevant discipline.

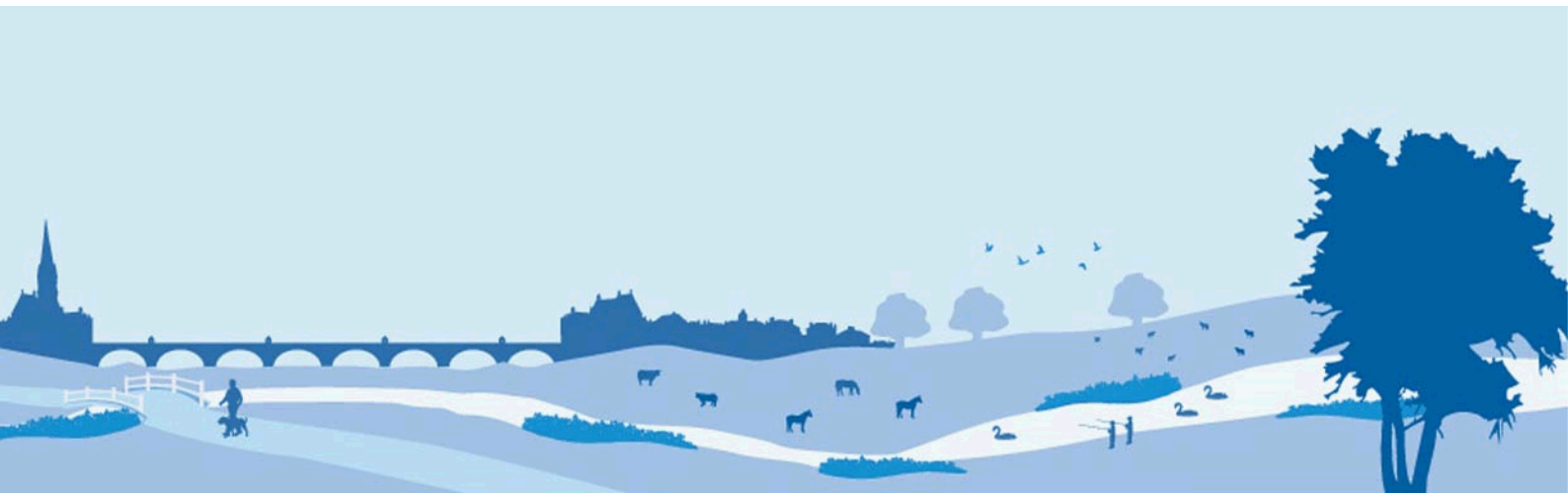
Skills/Abilities/Experience

- Proven experience of strategic HR Business Partnering in an operational environment and an ability to influence at senior management level within a complex /matrix organisation.
- Able to demonstrate how you have engaged with the business in areas including Leading and managing change, Employee Engagement, workforce planning and developing organisational capability.
- Accomplished HR professional delivering results in a complex and demanding environment.
- Proven employee relations experience and good knowledge and application of employment law.
- Proven experience of managing and leading teams.
- Substantial experience in an operational HR environment.
- A strong and proven manager and leader.

3. Salary and benefits

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

Salary:	£54,396 (pro-rata)
Location:	Richard Fairclough House, Knutsford Rd, Warrington, WA4 1HT Lateral, 8 City Walk, Leeds, LS11 9AT Bases can be flexible but there will be a requirement for national travel to meetings as required.
Hours of work:	37 hours FTE, Fixed Term for 12 months
Leave entitlement:	Your leave allowance in this role will be 27 days plus bank holidays (pro-rata). 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'll 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'll 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 17.5%, 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.
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.



4. Further information

Some national travel and overnight stays will be required

For further details please contact: Lindsay Eade on Tel: 07795 825542 or by email: lindsay.eade@environment-agency.gov.uk

Assessments: Week commencing 15 and 22 May 2017

We are fully committed to having an inclusive workforce to reflect the communities we serve. We welcome applications from candidates seeking flexible working patterns, including job share. Please highlight any information regarding preferred flexible 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'll 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 20 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 character limit per competence including spaces (750 for an overall statement). 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.



