



Graduate Mechanical Engineer

Candidate information pack

www.environment-agency.gov.uk

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

Job title: Graduate Mechanical Engineer

Job location: Ely and Beverley.

Date: Oct 2017

Reference number: 6828

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Thames barrier at night.



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.

Our Head Office is in Bristol and we have offices and depots across England.

For further information on the Environment Agency and what we do please visit:

www.environment-agency.gov.uk/aboutus



Constructing sea defences.



Engineer on site inspection.

The role

You will develop mechanical engineering capabilities through a 3-4 year structured training programme to a level that meets the professional standards of the Institution of Mechanical Engineers (IMechE).

Principal accountabilities

- undertake and actively participate in the IMechE Structured Training Scheme leading to Professional Review at the Chartered level;
- use the opportunities provided through placements to meet development objectives through delivery of Environment Agency business activity;
- establish and maintain a good understanding of relevant policy and procedure in order to appreciate how to undertake activities in line with legislation and best practice, to meet customer and environmental needs;
- establish and maintain good working relationships with internal and external colleagues and customers, to develop effective partnerships and networks that will enable efficient working;
- participate in incident and emergency response activity;
- develop and maintain a good understanding of the health and safety implications of activities and approaches, so that responsibilities are understood and actions take account of, and mitigate risks appropriately, in line with legislation, policy and best practice.

Technical accountabilities

- Assisting with the management of the design process, the implementation and monitoring of technical assurance, or with technical queries and requests for information.
- Supporting user requirement specifications, design risk assessments, implementing and monitoring of technical assurance, contractor supervision as well as dealing with technical queries and requests for information.
- Assisting with planning, analysis, conceptual design and specification, technical assistance, project management, contract monitoring and review.
- Monitoring equipment reliability and making recommendations for changes
- Ensuring our assets meet technical legal requirements for the environment, health and safety, eel and fish passage.
- Supporting the day to day maintenance of our assets.
- Active involvement within an Area to ensure that the technical investment needs for flood risk structures are addressed.

Knowledge/qualifications

An accredited Mechanical Engineering degree (or BEng (hons) plus an appropriate Masters Degree or approved further learning to Masters Level). Please visit the IMechE website if you are unsure that your degree meets the criteria.

Skills/abilities/experience

We will provide training for you under agreement with the Institution of Mechanical Engineers.



The role

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

Starting Salary: From £25,069 (depending on experience)

Location: Ely and Beverley (Please indicate your preferred location)

Hours of work: 37 Hours permanent contract

Leave entitlement: Your leave allowance in this role will be 25 days plus bank holidays, increasing to 30 days per year relating to length of service. We can offer additional leave for examinations, approved studies, public duties, special/reserve forces.

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.

We run a subsidised Sports and Social Club network, which is open to everyone, including friends and family. Other health and wellbeing benefits include:

- counselling and advisory service, eye care service and access to Help (our employee assistance service),
- interest free loans for season tickets and/or bicycles and safety equipment,
- childcare vouchers scheme,
- shopping, leisure, fitness, finance and travel benefits and discount

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".



Further information

In addition to your team leader, you'll have a supervising civil engineer who'll oversee your work and a delegated engineer who'll help you on a day-to-day basis. They'll be around to answer any questions you have, pass on extensive knowledge and experience, and help you become the best engineer you can possibly be.

If you have any questions about the programme please email gradengineers@environment-agency.gov.uk. Please state in the subject title of your email the title of the post you are enquiring about.

Closing date for applications: 4th December 2017.

Assessment Centres will take place during the first two weeks of February 2018 (Leeds or London).

Successful candidates will start September 2018 (Other start dates maybe considered).

"For information on your entitlements for financial support towards attending interviews, please contact your local Jobcentre. You must be registered with the Jobcentre Plus and be in receipt of benefits/allowances in order to claim any interview expenses".

If the Job Centre does not cover expenses an Environment Agency Interview expense form should be completed at the Assessment Centre along with all relevant receipts.

We are fully committed to having an inclusive workforce to reflect the communities we serve. We welcome applications from candidates seeking flexible working patterns. Please highlight any information regarding preferred flexible working arrangements on your application.

Follow us on:



www.linkedin.com/company/environmentagency/careers?trk=top_nav_careers



twitter.com/EnvAgencyJobs



www.facebook.com/environmentagency?ref=nl

To find out more about what it's like to work at the Environment Agency, please visit:

www.gov.uk/government/organisations/environmentagency/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.



Our organisation

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 word limit per competence 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.