

create a better place



# Deputy Director, Research

## 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:** Deputy Director, Research  
**Job location:** Head Office  
**Date:** 06/02/18  
**Reference:**EMP104

# Contents

1. Our organisation
2. Salary and benefits
3. The role
4. Further information
5. How to apply





# 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](http://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:** £60,000 - £70,000

**Location:** Bristol

**Hours of work:** 37 hours FTE, permanent

**Leave entitlement:** Your leave allowance in this role will be 27 days plus bank holidays (pro-rata - if part time or an assignment).

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. 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.



## 2. 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.



## 3. The role

### Role

The Deputy Director is responsible for leading the strategic direction of the Research teams. An exciting opportunity has arisen in Environment and Business to lead these teams.

You will front scientific research and development, provide professional science advice and standards, as well as manage relationships with the science community, drive technological innovation to improve the quality of the evidence. In addition, you will play your part in the wider leadership team as a whole.

The main role of the Deputy Director is to lead a large number of people. You will be accountable for your teams and provide clarity of purpose to the people you lead. You will invest time in developing your people and act as a 'role model' for others. You will manage the business and delivery for the function by managing the dependencies between money, people and outcomes.

### Principal accountabilities

1. Lead, plan and monitor the strategic direction of Research in order to support the delivery of the corporate strategy and environmental outcomes.
2. Lead, develop and embed a culture of effective change management and the ways of working to adapt to, optimise and support the changing needs of research customers and exploring new ways of delivering our research needs through others.
3. Originate, champion and lead on initiatives for change within to deliver efficient systems, the right scientific expertise and a culture of continuous improvement in business delivery.
4. Identify and manage risks to delivery of the business plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.
5. Lead, develop and motivate research teams to deliver results on time, to required quality standards and cost, to fulfil the business plan and achieve environmental outcomes.
6. Plan, monitor, control and realign research resources to maximise their efficient and effective use and ensure objectives are completed to required standards.
7. Influence external science programmes to optimise the benefits for the environment and the delivery of the Corporate Strategy.



## 3. The role continued

### **Knowledge/Qualifications**

Doctorate (external credibility) in a science related subject or professional standing at an equivalent level will be essential.

The candidate is likely to have a professionally qualified background in a science related area/discipline.

### **Skills/Abilities/Experience**

Proven experience of leadership in a technical or scientific environment, delegating management through executive manager direct reports and managing significant budgets.

The ability to understand scientific based information to enable decision making.

Track record of influencing partners and others to maximise the leverage we can obtain in the wider science world.

Experience of external dissemination of compelling science and evidence

Some experience of working in a research and development environment.





## 4. Further information

This role requires extensive national travel and some international travel is likely.

For further information on the role please contact Doug Wilson, Director of Research, Analysis and Evaluation at [doug.wilson@environment-agency.gov.uk](mailto:doug.wilson@environment-agency.gov.uk)

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 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.

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





## 4. Further information continued

### 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>





## 5. How to apply

In order to apply, please submit your CV and a covering letter by clicking the '**Apply**' button (further details can be found below).

### 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. It should also include your current postal and email address and contact telephone number(s). In line with our commitment to equal opportunities, please note that your application does not need to include your date of birth.

Please note that the shortlisting panel do not have access to the personal details or identity of applicants at this stage of the process. Your application will be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

### Covering Letter

Your covering letter should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role around the following capabilities, which are:

- Collaborating and Partnering
- Managing a Quality Service
- Delivering at Pace

Definitions of each of these capabilities is as follows:

Competency	Definition	Indicators
<b>Collaborating and Partnering</b>	Effective working, sharing of information and building supportive, responsive, collaborative relationships with colleagues at all levels. It's about achieving business objectives by creating and inclusive working environment,	<ul style="list-style-type: none"><li>• Demonstrates an approachable and accessible leadership style.</li><li>• Knows how to engage with staff from a broad and diverse range and communicates effectively at all levels.</li><li>• Can identify when a compromise is beneficial to progress and communicates this without hesitation</li></ul>

	encouraging collaboration and building effective partnerships, internally and externally.	<ul style="list-style-type: none"> <li>• Happy to challenge assumptions with authority and evidence.</li> <li>• Builds and leads high performing, diverse teams within area of influence, aligned around common goals</li> <li>• Leads by example in driving a diverse and collaborative working culture that encourages transparency and open communication in a large and complex organisation.</li> </ul>
<b>Managing a quality service</b>	Being effective in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. It is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models.	<ul style="list-style-type: none"> <li>• Fully conversant with the resources needed to provide the best possible service.</li> <li>• Able to confidently translate complex aims into clear and manageable plans and determine resource requirements to support implementation.</li> <li>• Make sure team fully understand the customers' needs</li> <li>• Engages the team on a regular basis to describe the risks for a poor service on our reputation to everyone involved in providing the service.</li> </ul>
<b>Delivering at pace</b>	It's about focusing on achieving timely performance with energy and taking responsibility and accountability for quality results. Building a performance culture to achieve results with a firm focus on prioritising and addressing performance issues resolutely, Leaders provide the energy and focus to drive activities forward through others and encouraging staff to perform effectively during challenging and changing times.	<ul style="list-style-type: none"> <li>• A resilient and responsive leader who is happy to be open and honest about challenges, and the actions required to address unexpected developments</li> <li>• Confident in being able to deliver against strict and sometimes unexpected changes in budget and priorities.</li> <li>• A role model for the whole team and peers in their enthusiasm and energy to achieve results</li> <li>• A clear leader who can drive a performance culture and achieve results through others, holding them accountable for results</li> <li>• Happy to challenge team and other executive department leaders if their success is impacted by other department's failings.</li> <li>• Remains focused on their outcomes and priorities irrespective of external challenges</li> </ul>

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:

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

- 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.

## 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

Interviews are due to be held at the end of March.

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 602 6099 or email [ea\\_recruitment@sscl.gse.gov.uk](mailto: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.