

create a better place



Technical Officer

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: Technical Officer
Job location: Ceres House, Lincoln
Date: 19 June 2019
Reference:

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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 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

[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: £27,572 (pro-rata - if part time or an assignment)

Location: Lincoln, Ceres House

Hours of work: 37 hours FTE, permanent

Leave entitlement: Your leave allowance in this role will be 25 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.

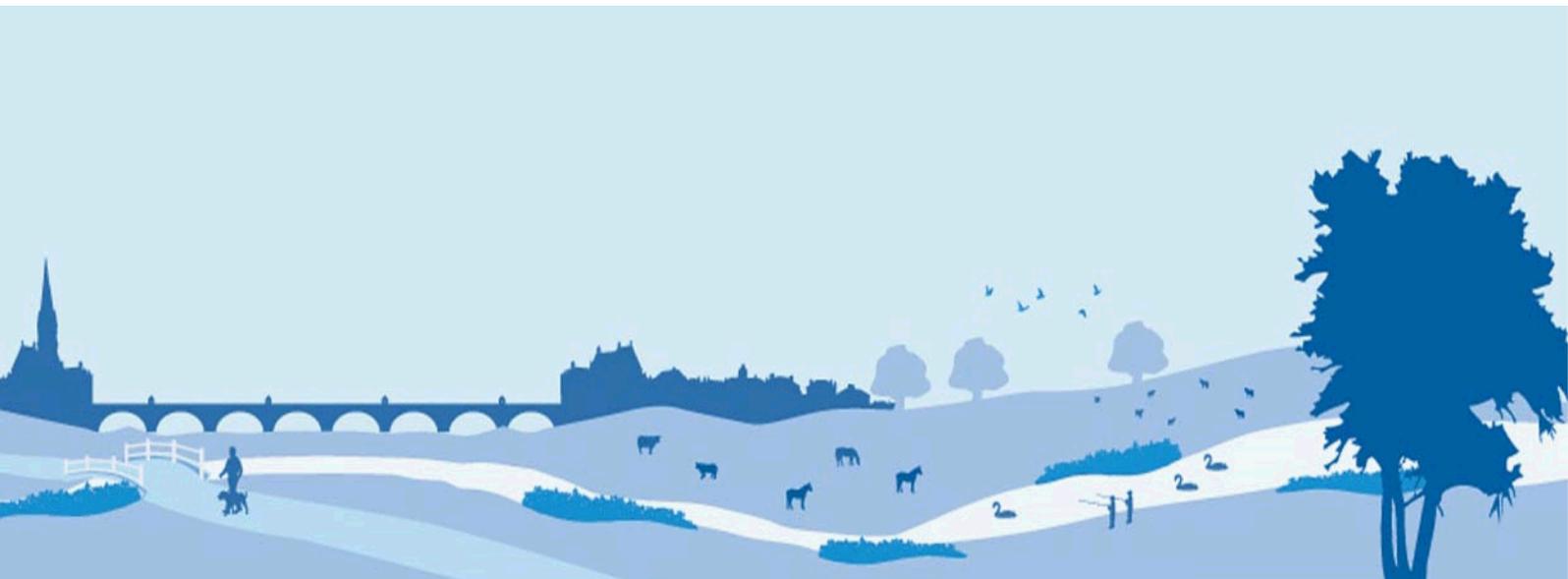
Work/life balance: We support flexible working hours and practices to help you strike a good balance between your work life and your personal life. We will also encourage you to keep developing your skills and professional knowledge throughout your career



2. Salary and benefits continued

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

We are seeking a highly enthusiastic self-motivated team member to join the Lincolnshire & Northamptonshire Area Groundwater & Contaminated Land team based at Ceres House in Lincoln. Our Area heavily depends on groundwater for potable drinking water supply and watercourse base flow. You will play a critical role in safeguarding and improving this important resource. The individual needs to be a confident and effective communicator as the role will require them to regularly speak with internal and external teams/organisations on technical matters relating to water quality and resource.

Principal accountabilities

- Delivers operational and / or regulatory activities and information within an assigned geographical area, in accordance with Environment Agency policy and best practice, to enable team delivery of business plans.
- Guides, advises and supports team members on policies and practices to help resolve issues and problems. Ensures decisions are made on sound technical grounds and in line with best practice and timeframes.
- Produces information and documentation to support team business plans and management decisions so that Environment Agency interests are accurately and effectively presented.
- Monitors progress of work, identifies gaps in the delivery of priorities and takes appropriate action, or recommends reallocation of time and effort.
- Maintains a good customer focus ensuring effective relationships and partnerships to achieve environmental goals. Sometimes this may involve dealing with difficult customers.
- Participates in local projects and working groups to achieve well planned and managed solutions that bring about improvement for the organisation and support the best environmental outcomes.
- Where supervising, will support recruitment, training and development of team members to ensure an effective and appropriately skilled team is maintained.
- Ensures information is recorded accurately, is up to date and readily accessible to support team activities. This may involve the use of specialised systems and databases.



3. The role continued

Knowledge/Qualifications

Skills/Abilities/Experience

- Improve, manage, update, interpret and report on both the groundwater quality and levels monitoring networks so that they are optimally efficient in providing quality and levels information.
- Contribute to asset management aspects of the quality and level monitoring sites.
- Develop, maintain and enhance effective partner relationships with other organisations to share information on groundwater quality and levels to further improve our network coverage.
- Provide technical comments internally and externally on groundwater/contamination matters for Environmental Permitting Regulations (EPR) permits.
- Respond to planning applications and redevelopment proposals to identify and quantify risks to groundwater and the wider environment. Influence planning authorities and developers to deliver environmental benefits.
- Working with our National Permitting Service you will provide technical advice to determine permits for discharges to groundwater or ground and give appropriate technical advice to both internal and external customers on disposals to land, waste management sites and pollution incidents that could affect groundwater.
- Support other teams on groundwater abstraction licence reform and groundwater abstraction licence variations, as well as New Authorisations and the move of water resources into EPR.
- Support the Strategic Review of Charges (SRoC) for Water Resources funding.



3. The role continued

- Support integrated working and project delivery on Priority Catchments at Area.
- Providing support on drought/prolonged dry weather.
- Appreciating and engaging with all teams in the Agency that are involved in protection of controlled waters.
- Handling external enquiries from customers such as general public, consultants, farmers, local authorities MPs etc.
- Groundwater modelling; use and interpretation of available modelling tools.
- Help deliver the Water Framework Directive (WFD) for Groundwater, supporting WFD investigations, Classification and Safeguard Zone action plans for the Area.
- Gathering and inputting data to the catchment planning system (CPS) in connection with the WFD cycles.

Competencies

Capability	
Legislative Knowledge	Applies a knowledge of statutory environmental and technical requirements to protect both the Environment Agency and the environment.

Data and Information Management	Collects, analyses, interprets, records, manages, develops and shares data, material or information appropriately for a variety of purposes.
Communicates effectively	Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing.
Manage your Health & Safety	Making sure your own behaviour reduces risks to the health and safety of yourself and others.



4. 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.

The role will be based at Ceres House, Lincoln and may require the post holder to travel to other office locations in the Area, and occasionally nationally, for meetings, training and to undertake occasional site visits. On occasion you may need to travel beyond the Area. As a result a full UK driving licence would be an advantage.

Interview and assessment will take place at Ceres House in Lincoln.

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.



4. 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>



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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. 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:

- 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.



5. How to apply continued

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.



5. How to apply continued

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.

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 241 5350 or email 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.