

create a better place



Deputy Director Sustainable Business

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 Sustainable Business

Job location: National role with various locations including Bristol, London, Birmingham

Date: 13th January

Reference: 14021

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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: £70,000 to £90,119 (pro-rata - if part time)

Location: National role, various locations including Bristol, Birmingham, London

Hours of work: 37 hours per week. 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. Whilst you are in the scheme we will 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.

For more information on benefits, see Appendix 1 at the end of this pack



3. The role

Role

This is a role for a proven leader with a passion for sustainability, people and performance. The Environment Agency is committed to creating a better place for people and wildlife and has pledged to be net zero carbon by 2030. The Deputy Director Sustainable Business will work across the breadth of the organisation and with partners to enable delivery of the EA's sustainability ambition. Your work will resonate for generations – it's as much a personal mission as it is a professional vocation.

In this wide-ranging role, you will provide strategic leadership, professional services and assurance to ensure sustainability is fully integrated across the organisation. The role will support the business, helping it find new ways of working in order to deliver the challenges, so the level and sphere of influence will need to be high and wide.

Working with your team you will be the conscience of the organisation to ensure the EA delivers its own standard of compliance and environmental protection. Your vision and visible leadership will develop your teams' capabilities and empower them to improve the world around them. This is a role for an executive with a flair for fostering an environment where people thrive.

A reputation for excelling in both strategy and delivery is essential. You will need to be technically competent as the role provides technical leadership across the sustainability agenda. It doesn't matter whether you come from a commercial or government role – it's your passion for sustainability and your flair for influencing, delivering and embedding innovation that's key.

This is an opportunity to create a legacy on a grand scale. You'll inspire at every turn and leave the environment in a better condition than when you took responsibility for it.

Principal accountabilities

The role will have a large remit and sphere of influence with significant freedoms to rethink the way in which the EA currently operate. The role will be expected to provide a radical and progressive response to the ambitious challenge the EA have set.

As a Deputy Director, the role holder would be expected to:

1. Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.



3. The Role continued

Principal accountabilities

2. Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.
3. Originate, champion and lead on initiatives for change to deliver efficient systems and support & improve business delivery.
4. Identify and manage operational risk to the delivery of the business plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.
5. Lead, develop and motivate operational 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 resources to maximise their efficient and effective use and ensure objectives are completed to required standards.

Specific accountabilities for this role include but are not limited to:

- Environmental management compliance - The role is accountable for making sure the Environmental Management System (which assures our legal compliance) is fit for purpose and over and above that is to a standard that meets the ISO 14001 accredited international standard.
- The role is accountable for developing the EA sustainability strategy and having a plan to turn that into implementation across the business.

Knowledge/Qualifications

You will need to have a good understanding of sustainability as the role provides technical leadership across the sustainability agenda.



3. The role continued

Skills/Abilities/Experience

A passion for sustainability and the environment will be advantageous – this role requires a proven leader and experience of delivering results and cultural change across an organisation.

The successful candidate will also be able to demonstrate that they have experience of:

- Leading the organisation
- Influences and persuades others
- Delivers through others

Please contact dave.shaw@environment-agency.gov.uk if you would like to discuss the role in more detail.



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 location is flexible but will require travelling nationally but in particular to London.

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 continued

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>



facebook

LinkedIn

twitter



YouTube



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.

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



5. How to apply continued

CV and Covering Letters

In order to apply, please submit your CV and a covering letter.

Please note – you must upload your CV and covering letter as one document/file on the recruitment system (do not submit them as separate documents).

Applicants should attach documents in one of the following formats:

- '.doc'
- '.docx'
- '.pdf'

A '.dotx' file it is not a recognised format and therefore will not be visible for sifting.

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.

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:

- Leading the organisation
- Influences and persuades others
- Delivers through others

You should also describe your experience as a proven leader and experience of delivering results and cultural change across an organisation.



5. How to apply continued

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.

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.

Environment Agency Benefits for Executive Managers

Environment Agency offers an attractive and competitive benefits package, including:

Core Benefits

Basic Salary

Based on skills and experience, with a three-tier grading structure in which salary ranges are subject to review each year as part of the pay award.

Pension Scheme

A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay and range between 5.5% and 12.5%. The Environment Agency contribution is currently 18.5% of your pay.

Holidays

Annual holiday entitlement starting at 27 days plus statutory bank holidays pro-rata for flexible workers, i.e. part time, job share employees]

Enhanced statutory policies

Enhanced maternity, adoption and paternity leave, and sickness absence provisions.

Training & Development

Performance Management

Individual performance plans, learning and development matched to your agreed career objectives and progression plans.

Learning & Development

A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.

Examination Leave

Paid leave for exams and revision for approved studies.

Professional subscriptions

We will pay the membership fees for one relevant professional association.

Work/life Balance

Flexible Working

Flexible working patterns including job share.

Travel & Transport Benefits

A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.

Shopping & Leisure Benefits

A variety of discounts at online stores and leisure experiences.

Financial Education Hub

Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free

Health & Wellbeing

Occupational Health

Access to Care First advisory service.

Eye Care

Free eye tests.

Sports & Social Club

Opportunity to benefit from a wide range of subsidised events and discounts.

Health Discounts

Optional discounts provided by a number of external providers and health clubs.

Local Benefits

These vary from region to region.

EM Medical

Bi-annual medicals with Nuffield Health.

Employee Assistance Service

Access to Workplace Wellness available to you and your family

Additional Benefits

Performance Related Pay (PRP)

Participation in the Performance Related Pay (PRP) scheme which operates at the Environment Agency's discretion, subject to eligibility criteria and within government pay policy.

Interest Free Loans

For season tickets and/or bicycles and safety equipment.

Special Leave

Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

The following benefits only apply to eligible roles:

**Lease Car Scheme
Relocation Assistance
Free Car Parking**