

create a better place



Secretaries

Candidate Information Pack

Job title: Secretaries
Job location: Leeds
Date: 15th August 2017
Reference: 6326

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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'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





2. The role

Role

Provide comprehensive secretarial and administration support to the manager, other senior members of the team and the department, in order to support the efficient delivery of the area's business objectives.

Principal accountabilities

1. Receive and respond to enquiries, acting as a point of contact for the manager and the team to ensure that all calls and correspondence are responded to in an appropriate and timely manner in line with the Environment Agency policies and procedures.
2. Act as an initial point of contact, communicating and filtering information for the manager/team so that advice and support is delivered accurately and standards and priorities are met.
3. Provide a timely and accurate administrative support service to the manager/team, ensuring efficient systems are in place to maximise the effective use of line manager's/team's time.
4. Support the collection and compilation of information/briefing material to enable the manager to provide effective, clear and concise presentations/reports that enable understanding and action.
5. Organise, maintain and develop information storage and retrieval systems and ensure that information is up to date and readily accessible to facilitate departmental workflow.
6. Chase and track information and undertake routine data analysis and reporting, to assist others in making decisions.
7. Interpret and implement routine technical procedures to inform and support teams in the delivery of technical/operational work.
8. Participate in the development of teamwork plans and deliver any agreed actions effectively, to contribute to business planning and delivery.
9. Develop and maintain a strong customer focus to ensure effective relationship building and partnership working to support environmental goals.

10. Process orders, invoices and bills, monitoring them against the relevant budgets to ensure expenditures are within procedures and are allocated to correct budgets.
11. Organise, maintain and develop efficient (electronic and paper) document storage and retrieval systems to facilitate efficient workflow within the department and across other departments.

Knowledge/Qualifications

Advanced academic level required (A levels or equivalent). A business administration qualification is desirable but not essential and the right candidate would be encouraged and supported to work towards an external certification.

Skills/Abilities/Experience

We are seeking a secretary with excellent written and verbal communication skills. You'll possess proven ability to work unsupervised, work well within teams, manage your own workload and meet challenging deadlines.

You will be proficient in Outlook, Word and Excel and possess first class organisation skills, customer focus and be capable of building and sustaining a close working relationship with your managers and their teams, customers and contacts.

- Ability to develop and sustain strong working relationships with internal and external customers
- Ability to carry out a combination of assigned tasks, mainly unsupervised, on time and as directed.
- Ability to prioritise workload and adapt to changeable deadlines.
- Ability to use a range of software packages at an intermediate level to support the manager/team, particularly Microsoft Outlook, but also, Excel and Word.

3. Salary and benefits

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

Grade Rate:	£17,923 Pro Rata
Location:	Lateral, 8 City Walk, Leeds, LS11 9AT
Hours of work:	37 hours FTE, Permanent and Fixed term Posts
Leave entitlement:	<p>Your leave allowance in this role will be 25 days plus bank holidays pro-rata</p> <p>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.</p>
Pension:	<p>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.</p> <p>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.</p>
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.



4. Further information

There are 4 positions available, 2 of which are permanent and 2 are fixed term contract until 31 March 2018.

The role is based in our Leeds office and one day per week travel to other area offices will be expected.

Travel expenses will be provided when working away from Leeds. Interviews for successful applicants will consist of capability and scenario based questions and a short practical exercise.

A business administration qualification is desirable but not essential and the right candidate would be encouraged and supported to work towards an external certification.

For further details please contact Justin.jones@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 welcome flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred 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 will 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 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.

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.

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.

