

Additional Role Information

About the Team

Environment Agency Legal Services is an in-house legal team that provides advice and litigation services to help the Environment Agency deliver its strategic outcomes, to create better places for people and wildlife and support sustainable development within the rule of law.

Our vision is to be an outstanding legal service, committed to the highest standards of customer service and professionalism, where clients trust and respect our high quality, risk-based legal advice and our judgement; a fantastic place to work, where our staff reflect our diverse society, feel valued and trusted and are able fulfil their potential.

The role we are recruiting to in this campaign is in our Environmental Regulation team of specialist lawyers and the work will cover waste, water and industrial regulation.

Within our in-house team we also have teams covering enforcement and prosecution, property law, employment law, commercial law, information law, operational flood risk management and planning including capital projects.

We are based in seven hub offices across England (Bristol, Birmingham, Exeter, Reading, Peterborough, Leeds, Warrington). We offer the opportunity to combine home working with working at your contractual office base, subject to meeting business need through working alongside colleagues or attending other locations as needed. We encourage a healthy work/life balance. We are committed to promoting equality and diversity in all we do, and to valuing the diversity of our workforce, customers and communities. We particularly welcome applications from Black, Asian and Minority Ethnic (B.A.M.E.), disabled, female and LGBT+ candidates who are under-represented across our workforce.

All our roles can be full-time or part-time and we welcome applications from candidates seeking flexible working patterns including part-time or job share.

Your application

To apply, you will need to complete the online application form. You should refer closely to the Vacancy Advert, Competencies and Principal Accountabilities when completing your application, and wherever possible, demonstrate through your examples how your skills match the specification. The application form requires the following:

- Your employment and education history. **Please do not attach your CV as a separate document.**
- A response to three questions each relating to one of the top 3 competencies. These are:
 1. Legislative knowledge
 2. Achieves results
 3. Influences and Persuades Others

You should answer in no more than 250 words to show how you demonstrate that competency. Further information on competencies is found below.
- Provide a Statement in the section entitled 'Cover Letter', telling us in no more than 1000 words what attracted you to apply for the role, how you meet the Experience/Skills in the vacancy advert and how this makes you a suitable candidate for the position. **Do not include your name or contact details to ensure your application is blind sifted. Please do not attach it as a separate document.**
- Please also highlight in your application if you have a preference for one or more particular areas of law within the roles we are recruiting to.

Selection process

After the closing date, the panel will assess candidates' suitability for the role based on the evidence in their application and we will invite shortlisted candidates to interview.

Feedback will only be provided if you attend an interview. Interviews will take place remotely via **MS Teams video conference**, full details of the interview format will be provided to shortlisted candidates prior to interview.

If you are invited to interview, we will ask you to complete a written exercise, testing your legal knowledge and analysis.

This will be followed by an interview **via MS teams video conference** in which we will ask you further questions focusing on four competencies for this role, and the evidence in your application. The competencies will be 1) Legislative Knowledge, 2) Achieves Results, 3) Influences and Persuades Others, and 4) Focuses on customers and partners.

For further information or an informal discussion about this opportunity, please contact Raymond Howard
Raymond.Howard@environment-agency.gov.uk

Competencies for the role

1. Legislative Knowledge

Definition: Ability to apply relevant legislative knowledge [a knowledge of environmental legislation] and public law to protect both the Environment Agency and the environment

The principal accountabilities for this role will be to:

- Maintains up-to-date knowledge of public law and legislation within own area, enhancing and protecting the interests and integrity of the Environment Agency.
- Provide legal advice, support and guidance as advisor to the organisation's officers, management and partners in line with relevant legislation and best practice, in order to effectively.
- Applies appropriate legislation and public law principles in order to protect the Environment Agency and the environment.
- Support the provision of advice and direction for the application of policy and processes into and across the function(s) in an efficient and integrated way.

2. Achieves results

Definition: Sets and delivers high work standards, demonstrates the drive to meet targets. Monitor progress of work, identify risks in the delivery of proprieties and implement timely resolution of issues, rapid and effective responses. This may include internal legal spend.

- Assist with the coordination and planning for the provision of timely legal advice to the client, internal and external customers and
- Maximize team's portfolio of work. This will include assisting with the protective analysis of clients' priorities to treat both equally well.
- Can be relied upon to regularly exceed goals agreed.
- Identify, share and implement external and internal best practice so that advice or a decision maker takes account of current thinking, innovation and lessons learned;
- Ensure communication is audience focused, clear and concise in order to assist understanding and support for by accurate and timely information.
- Willing to put in extra effort to meet urgent deadlines when required and consistent;
- Is resilient and performs well under pressure; responds positively to setbacks and develops alternative action.

3. Influencing the development

Definition: Presenting a case in a convincing and attractive way that will win people over, encouraging them to follow plans willingly; often succeeding where logic and reason alone would fail.

Indicators:

- Gathers relevant data, marshals facts and prepares sound arguments
- Listens to others' opinions, understanding their viewpoints, needs and concerns; responds appropriately; lobbies others in advance
- Presents a credible case and explains the benefits to the audience/listener; anticipates the main objections/arguments
- Responds to the needs and style of the listener when influencing.
- Seeks to achieve a "win-win" outcome and develop the relationship with the person(s) being influenced.
- Prepares convincing written arguments on complex issues, presenting information logically, concisely and persuasively.
- Able to modify and reformulate case, read the listener's mood and adjust accordingly
- Identify and progress into and across the for key players and opinion leaders.

4. Focuses on Customers and Partners

Definition: Addresses the needs of internal and external customers, provides and implement timely resolution of issues, rapid and effective responses. This may include internal legal spend.

- Advise as to the client's needs and external customers and
- Treats both equally well.
- Identifies and addresses the needs of customers, delivering what is promised and ensuring that they are satisfied with the outcomes.
- Takes personal responsibility to meet customer needs; is polite, courteous and professional
- Ensures customers receive consistent and clear messages supported by accurate and timely information.
- Regularly monitors and measures customer satisfaction and looks for ways to improve customer service
- Anticipates and balances the needs of a range of customers with conflicting priorities.
- Keeps customers informed and manages expectations
- Handles complaints effectively, defuses anger and tension and resolves problems