

create a better place



Field Operations – Specialist Team Member

Candidate Information Pack



Job title: Field Operations – Specialist Team Member
Job location: Chippenham, Frome, Bridgwater
Date: November 2020
References: 16040, 16041, 16044

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, improve the environment and support sustainable development.

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 diverse communities to make our environment a better place for people and wildlife.

Of course, none of this would 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



[Website](http://www.environment-agency.gov.uk) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

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

Grade Rate: £28,785 (pro-rata - if part time or an assignment)

Location: Chippenham x 1 Permanent
Frome x 1 Permanent
Bridgwater x 1 Permanent and 1 Assignment (ending 31/03/21)

Hours of work: 37 hours FTE

Leave entitlement: Your leave allowance in this role will be 25 days or equivalent, depending on working pattern, plus bank holidays. Your allowance will be pro-rata if you work part time or you are on an assignment to a role at a higher grade that attracts an increased entitlement. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.

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.

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



2. Salary and benefits continued

pay an employer contribution into your pension pot. We currently pay 19%, 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.

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.

Relocation:

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.

Tenancy deposit loan:

Our Tenancy Deposit Loan scheme assists employees directly employed by the Environment Agency in meeting the costs of a deposit for a privately rented home, which can sometimes act as a barrier to moving.

The scheme gives access to an interest free loan to pay for some or all of a deposit on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



3. The role

At the Environment Agency, our Operations and Flood and Coastal Risk Management (FCRM) team plays a huge part in the work that we do, helping to protecting people and property from flooding and minimising the risks caused by any floods that do occur.

We're making £1.4 billion capital investment between now and 2021 that will reduce flood risk to 300,000 homes, improving the environment and protecting transport, businesses and creating £30.3 billion benefit to society. It's an exciting time and we need your help to ensure we're prepared for any future flooding.

The Environment Agency are a Category 1 responder (the same as other Emergency Services). All our teams play an important part in incident management when flooding occurs.

These vary from:

- Going out to support communities at risk from flooding
- Working in the incident room when a flood occurs
- Helping to manage our response to flood risk and flooding

There are many opportunities for you to get involved in incident management. With 70% of incident management roles being office based, it's a unique and exciting opportunity to have a direct impact on your local community. You'll also be making an immediate impact upon people's lives in their hour of need.

Diversity and Flexibility

We are passionate about employing people from all backgrounds that reflect the diverse communities we serve. Likewise, we respect family and caring responsibilities, religious practices and disabilities. We welcome applications from candidates seeking flexible working patterns, including job share and we also operate a Guaranteed Interview Scheme for candidates with a disability.

"We want the Environment Agency to be a life-enhancing place to work - a place where you feel able to bring your whole self to work and where difference is truly valued. Being a diverse and inclusive

organisation is essential for everyone's wellbeing, engagement and productivity. It also means we will better reflect the communities we serve, helping us to do even better for people and wildlife."
James Bevan, Environment Agency Chief Executive.

We look forward to welcoming you to our Operations team.





3. The Role

Role

Field Operations teams protect people and the environment by maintaining and operating our flood and coastal risk management assets and responding to incidents.

A Specialist Team Member will help to manage a field based team with a varied range of technical skills that contribute to the asset management lifecycle and support the prevention or mitigation of incidents.

The Specialist Team Member will help to support all stages of the asset lifecycle, from the planning of new assets to decommissioning, with particular focus on maintenance, asset operation and construction. They ensure operatives are trained and competent and have the right tools and equipment available to them to enable them to support and respond to an incident and deal with recovery.

Principal accountabilities

- An understanding of flood risk management
- Experience of dealing with external contractors and partners
- A good understanding of project management, and experience of managing and tracking data and information
- Awareness of current Health Safety & Wellbeing requirements and how it relates to your team, along with continuous active monitoring of sites to record appropriate risk management compliance and behaviours.
- Develop and maintain good relationships, internally and externally to support the work associated with our asset management activities.
- Encourage and help to develop team members through the employee lifecycle to ensure effective delivery of asset management activities, repeating the process when required to maintain the team competency
- Assisting the Field Team Leader with asset management responsibilities for items such as vehicles, trailers, plant and other equipment assigned to the team to ensure they are kept in safe operational condition.

- Supporting the Field Team Leader in management of the depot(s) to ensure compliance with legislation, safety, security and environmental control in relation to the Operations Field Team's activities, undertaking Site Liaison Officer role in support of Facilities duties and tasks if necessary

Knowledge/Qualifications

Relevant vocational training in a related discipline.

Skills/Abilities/Experience

You will need excellent communication skills with a good all round knowledge of health safety and wellbeing. An awareness of construction/engineering would be advantageous in order to deliver the type of programme and works that will be required so an understanding of Construction (Design and Management) (CDM) Regulations 2015 is desirable.

The ability to lead and motivate your team using their strengths and work on ways to improve and encourage them. Take the time to work on any weaknesses the team or team members may have in order to continuously improve both as a unit and to help individuals develop.

You should have an understanding of flood risk management and priorities.

You should understand the principles of health, safety and wellbeing to ensure the safety of yourself and others.

Experience of managing contractors, and working with other partners is desirable.

You should be experienced in delivering and leading a program of work by planning, tracking, gathering and maintaining data/information (project management skills are desirable).

You need strong communication skills and experience of working with the public.

You should have the ability to use your initiative and work with your team to make decisions and achieve planned outcomes, taking remedial action where necessary.

You should be computer literate with a proven ability to use Microsoft office and other computer-based work scheduling applications.

You need a full UK driving license



4. Further Information

Apprenticeships

We are committed to the personal and professional development of employees and offer over thirty, fully funded, different apprenticeship qualifications across our business. These allow eligible employees to gain technical qualifications (for example in civil or maintenance engineering) or general business skills (for example qualifications in Leadership and Management, Project Management and Business Administration). A number of these are offered up to and including degree level, allowing employees to obtain a BSc or BA qualification that is fully funded by the Environment Agency.

If you are successful in securing a permanent role at the Environment Agency, you will have the opportunity to complete an apprenticeship that is linked with your role. Examples of those apprenticeships relevant to flood and coastal risk management include:

Apprenticeship	Qualification
Civil Engineering	BSc or BEng civil engineering degree with progression to Chartered status (Level 7) if required
Civil Engineering Site Manager / Supervisor	BEng (Hons) Civil Engineering Incorporated Engineer status – IEng MICE
Project Management (Associate Project Manager)	Accredited by the Association of Project Managers
Leadership & Management – Team Leader	Chartered Management Institute Level 3 Diploma in First Line Management
Data Analyst	Entry onto the Register of IT Technicians



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.

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.



4. Further Information

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

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@gov.sscl.com

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



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

Core Benefits	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p>Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p>Pension Scheme A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay, ranging between 5.5% and 12.5%. The EA contribution is currently 19% of your pay.</p> <p>Holidays Annual holiday entitlement starting at 25 days plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year</p> <p>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p>Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p>Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.</p> <p>Examination Leave Paid leave for exams and revision for approved studies.</p> <p>Professional subscriptions We will pay the membership fees for one relevant professional association.</p>	<p>Flexible Working Flexible working patterns including job share.</p> <p>Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs</p> <p>Local Benefits These vary from region to region.</p>	<p>Interest Free Loans For season tickets, bicycles and safety equipment.</p> <p>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.</p> <p>Financial Education Club Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p>Tenancy deposit loan scheme Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Relocation Assistance Free Car Parking</p>