

create a better place

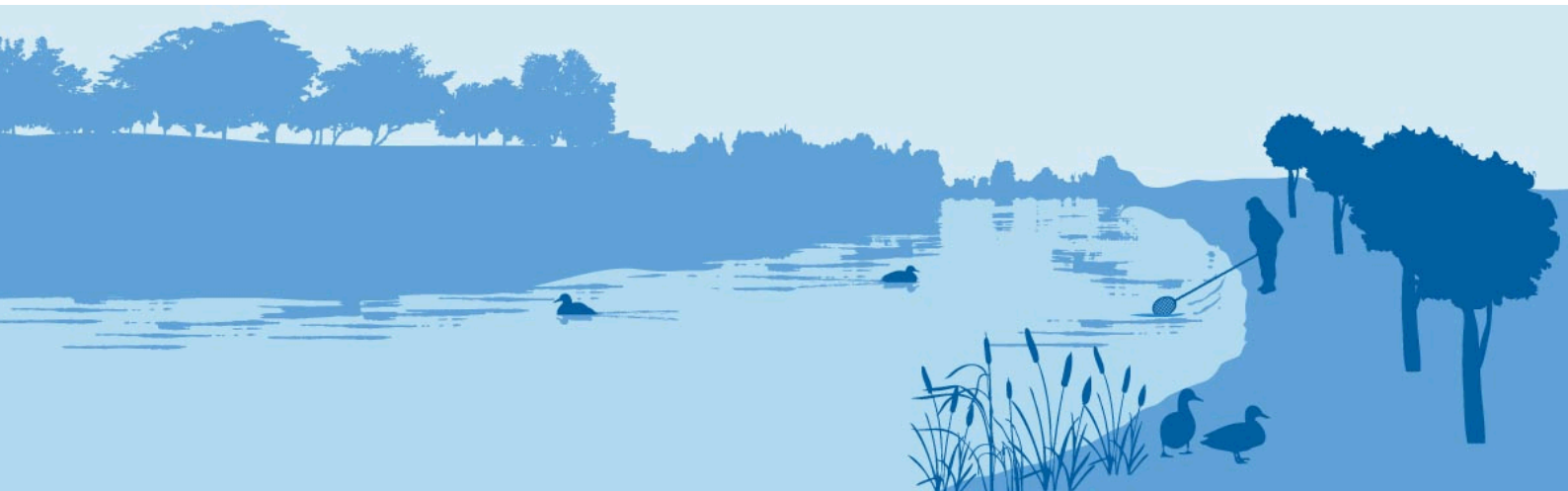


# Strategic Investment Manager

## 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:** Strategic Investment Manager  
**Job location:** National  
**Date:** February 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](http://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:

<b>Grade Rate:</b>	£55,819 - £70,000 depending on experience (pro rata)
<b>Location:</b>	Based in Bristol, with frequent travel to London.
<b>Hours of work:</b>	37 hours, Permanent
<b>Leave entitlement:</b>	<p>Your leave allowance in this role will be 27 days plus bank holidays (pro-rata - if part time or an assignment).</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>
<b>Pension:</b>	<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</p>



## 2. Salary and benefits continued

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.

### **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.



## 3. The role

### Role

Are you passionate about a sustainable future for the planet? Do you recognise the importance of responsible investment and good governance to achieve this?

As a global leader in this area, we're looking for a Strategic Investment Manager to develop and implement our Environment Agency Pension Fund (EAPF) investment strategy (including asset allocation) to bring excellent financial performance for the benefit of our members, employers and Fund.

You will lead strategically both internally and externally, advise and present to our Committees and recommend approaches for managing investment risks to maintain our excellent funding level. You will be responsible for delivering our investment strategy through our pooling provider, the Brunel Pension Partnership Ltd (Brunel). You will report on investment performance and manage relevant aspects of Brunel delivery for the EAPF, working closely with our other partner Funds.

### Principal accountabilities

#### Specific

The Strategic Investment Manager will lead the management of the Fund's investments, including developing and implementing the Fund's Investment Strategy, ensuring that external contractors contribute positively to the financial performance of our Fund and supporting the Fund's Responsible Investment policy.

#### Key deliverables

- Develop and maintain our EAPF investment strategy and Investment Strategy Statements and other policies to deliver excellent returns, provide a robust investment governance framework and to meet regulatory requirements.
- Understand and model the investment risks involved in the fund, in terms of funding level and contributions, and develop and recommend approaches for managing and reducing risks as appropriate.
- Integrate Responsible Investment and ESG factors into the investment strategy design and implementation.
- Manage EAPF relationship and performance of the Brunel Pension Partnership to deliver the investment strategy, and manage the Fund's asset allocation, cash management and detailed portfolio allocations and objectives.



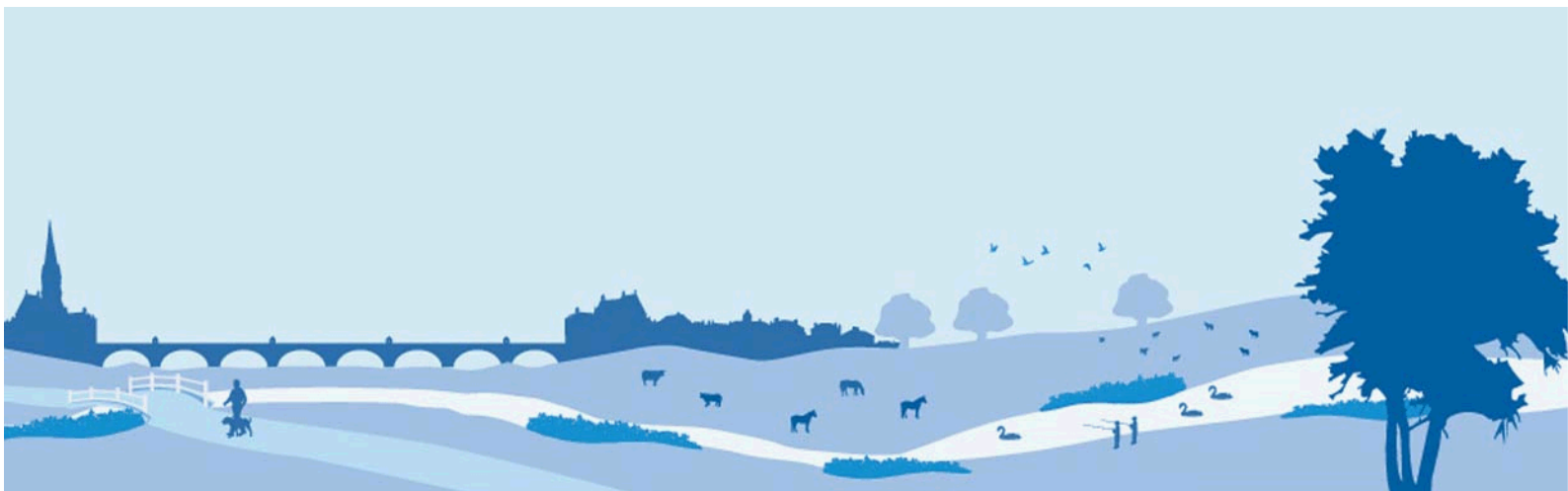
### 3. The role continued

- Monitor performance and report findings and make recommendations to Investment Sub Committee by identifying required changes to mitigate risks and benefit from opportunities.
- Prepare reports, briefings and other materials as appropriate in order to be open and transparent with stakeholders; enable effective communications, and support collaboration
- Represent the Fund within the investment industry amongst peers, regulators and media including speaking at global events to create opportunities for collaboration and innovation.
- Manage a team of specialist investment officers ensuring they contribute to the good stewardship of the Fund, fulfil their responsibilities and contribute to the effectiveness of the whole team.
- Provide training to the Investment Sub Committee and Pensions Committee on investment management, opportunities and risks.

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade.

The role of Business Development Manager fits into our Business Services job family at Staff Grade 7 – please see the job family role profile that we've provided.





## 3. The role – skills and experience

### Knowledge/Qualifications

Educated to degree level in a relevant discipline and/or relevant experience as described below.

### Skills/Abilities/Experience

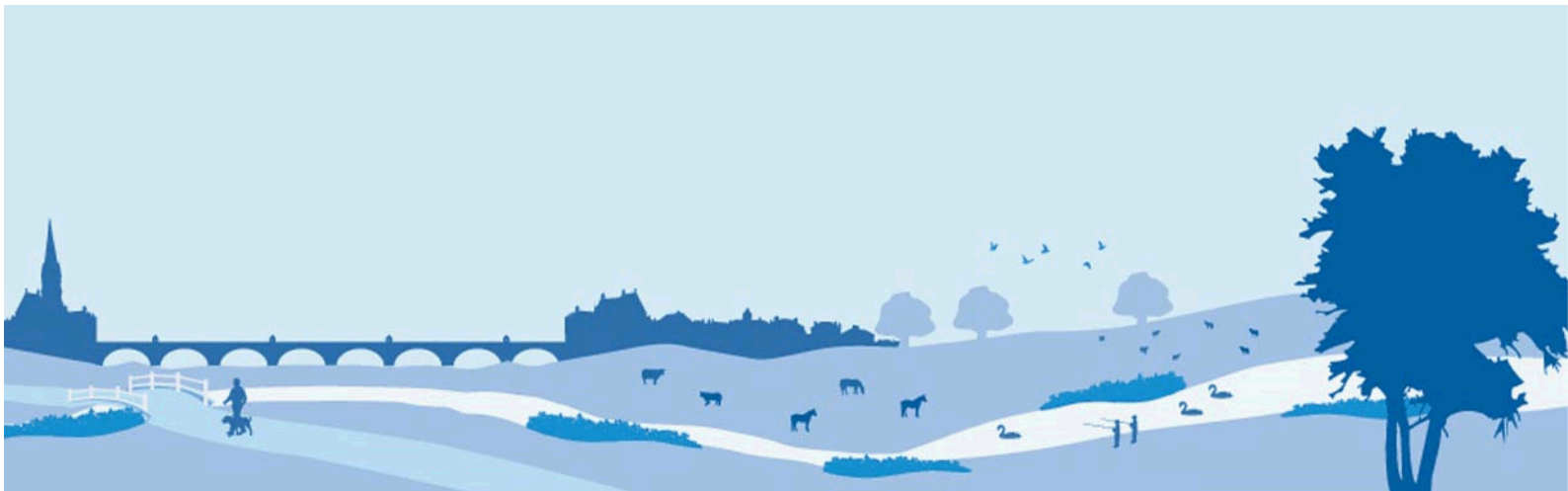
- Significant evidence of the successful design and delivery of new business strategies that generate income
- Strong commercial acumen with extensive experience in developing and delivering business opportunities, which achieved growth.
- Experience of building and managing a pipeline of opportunities and negotiating commercial agreements.
- Experience of effectively leading multiple projects and /or competing business priorities at once.
- Strong engagement and influencing skills, with the ability to gain the respect of, and buy in from staff and stakeholders at all levels
- Ability to build and nurture a network of contacts, develop key relationships and opportunities, and use these to support the delivery of key business objectives.
- Ability and experience in driving through positive changes in complex organisations to support culture change;
- Well-developed stakeholder management, analytical and problem-solving skills using a range of techniques and tools.
- Excellent written and oral communication and presentation skills.

As part of the short-listing process you will be assessed against the following four capabilities:

- Leads people
- Delivers results through others
- Influences and persuades; and
- Engages people.

Where possible, please use your responses to these four capabilities to demonstrate your skills, abilities and experience.





## 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.

**Interviews for this role are likely to take place week commencing 13 May 2019**

### **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

### 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>





## 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](mailto: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.