

create a better place



Deputy Director National Trading & Regulatory Services

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 National Trading & Regulatory Services
Job location: Warrington or Sheffield (Regular travel and frequent overnight stay required)
Date: April 2017
Reference: 4905

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1. Our organisation

Our organisation

We are the Environment Agency. We protect and improve the environment. The Environment Agency works to create better places for people and wildlife and support sustainable development. The Environment Agency is a unique organisation with a challenging remit. It provides an essential service to the public through its operational role which ranges from reducing the risks from flooding, to working to reduce the impacts of climate change, to regulating industry and holding poor performers to account.

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.

Environmental issues know no boundaries and the Environment Agency works with central government, local authorities and other organisations to protect and improve the quality of the environment for everyone. The Environment Agency is a trusted advisor to government and its operational experience informs future environmental policy.

About the Environment Agency

Established in 1996 to protect and improve the environment the Environment Agency has an annual budget of over one billion, about half of which is spent on flood and coastal risk management.

The Environment Agency is Defra's largest Non-Departmental Public Body (NDPB) with around 10,600 staff. As well as a Head Office in Bristol and another office in London, it has offices across England, divided into 14 Areas.

It is a statutory body with its own powers and duties, and exercises its regulatory responsibilities at arm's length from Ministers. It is accountable to Defra's Secretary of State for the delivery of its objectives, who is responsible to Parliament for its performance.

Our Responsibilities

Within England the Environment Agency is responsible for:

- reducing the risk of flooding and helping to protect people and places, managing 8000km of defences, 23,000 flood risk structures and £2.3billion capital programme over 6 years (2015 to 2021)
- helping businesses to make sure they don't harm the environment through pollution or by taking too much water. Issuing licences and permits, and taking action against those who don't take their environmental responsibilities seriously
- improving the environment for people and wildlife and the places where threatened species live. Helping people get the most out of their environment, including boaters and anglers
- working with government, industry and local authorities to make the environment a priority.

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

The National Trading & Regulatory Service (NTRS) is the Environment Agency's lead for delivering a wide range of national regulatory services including the regimes for emissions trading, carbon and energy reduction, international waste shipments and producer responsibility (packaging, batteries and waste electronic and electrical equipment). As the head of this service you will manage risk to service delivery, work to inform longer term strategy, policy and resource allocation across the organisation by working with area and directorate colleagues.

Trading and Producer Responsibility are becoming powerful and more popular tools in indirect/better regulation. The role requires the ability to adapt and adopt new approaches, inventing and introducing new systems and ways of working to respond to the growing challenge.

This role requires management of specialist operational departments delivering a wide range of services with high national and international impact

The high profile nature of these activities requires the post holder to have a full understanding of the business and be able to operate on a high level political arena.

Experience of developing, implementing, embedding and operating continually improving processes and systems, (including financial) producing outputs reliant on sound data management would be an advantage.

This National Service will operate from a number of locations, so the role will require strong leadership and delegation skills.

Principal Accountabilities

- Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.
- Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.
- Originate, champion and lead on initiatives for change to deliver efficient systems and support & improve business delivery
- 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.
- 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.

- Plan, monitor, control and realign resources to maximise their efficient and effective use and ensure objectives are completed to required standards.

About you

To be successful in this role you will have experience of the management of professional and technical services to support regulatory activities. You will understand the challenges in delivering a national service across a highly diverse and dispersed workforce.

You'll be a highly adept leader who demonstrates range and flexibility of style and approach. You can nurture and develop a team of experts in their fields, and command their respect. You'll need the required communication skills to be able to deliver key messages to our Executive Director team. A good understanding of how Government works is required

Experience / Skills / Key attributes

You'll be an inspiring and passionate leader with exemplary interpersonal skills, able to demonstrate your ability to lead people and the business through significant change while maintaining effectiveness and motivation.

With strong communication and influencing skills, you'll deal with a variety of internal and external stakeholders successfully, enhancing the organisation's reputation and ensuring we meet our customers' needs and deliver on our wider obligations.

You will know how to make our corporate ambitions and local priorities resonate with others so that plans are converted into delivery on the ground.

3. Salary and benefits

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

Salary Range: from £63,379

Location: Warrington or Sheffield

Hours of work: 37 hours, Permanent

Leave entitlement: Your leave allowance in this role will be 30 days plus bank holidays.
We also offer up to two 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 pay an employer contribution into your pension pot. We currently pay 17.5%, 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 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.

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 also operate a Guaranteed Interview Scheme for candidates with a disability.



4. Further information

The position is a Deputy Director who heads up a function of approximately 200 staff and influences the work of staff across the organisation. The internal grade is EM1U.

We are fully committed to having an inclusive workforce to reflect the communities we serve. We welcome applications from candidates seeking flexible working patterns, including job share. Please highlight any information regarding preferred flexible 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

For more details on this role, please contact Bernadette Carr on 02030250437, or by email: bernadette.carr@environment-agency.gov.uk

Closing date: Midnight 1 May 2017

Assessment date: 17 May 2017 in Warrington

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

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:

- Leads people
- Changing and improving
- Influences and persuades
- Delivering results through others

Definitions of each of these capabilities is as follows:

Competency	Definition	Indicators
Leads People	Provides leadership that inspires and motivates others to achieve their personal goals and the goals of the Environment Agency	<ul style="list-style-type: none">• Inspires the team through personal commitment, enthusiasm and by demonstrating personal accountability for their performance• Builds a positive team spirit and identity by creating a shared vision, challenging negative attitudes, promoting co-operation and mutual support, encouraging excellence, celebrating success, and defending actions• Acts as a role model for the conduct and actions expected of the team and an advocate for the environment agency's vision, values, culture and policies• Finds out what motivates people to enable them to perform at their best• Engages and inspires the team with a meaningful translation of how their role enables the environment agency to

		<p>achieve the local contribution, the corporate strategy and making it happen</p> <ul style="list-style-type: none"> • Encourages the team to identify measures that will improve performance and encourages a continuous improvement mind-set • Motivates and enthuses a diverse range of people by adopting a flexible leadership style, adopting the most appropriate style for the situation and the people involved.
Changing and improving	<p>To be effective in this area you need to be able to be responsive, resilient and seek opportunities to create effective change. This is about creating and contributing to a culture of innovation and supporting people to consider and take managed risks. Doing this well means continuously seeking out ways to improve and innovate.</p>	<ul style="list-style-type: none"> • Leads by example to encourage ideas, improvements and measured risk taking in the team to achieve better approaches and services. • Creates a positive culture of challenge and improvement, not only in own area but across the organisation. • Demonstrates leadership in all areas of the team involving staff, encouraging and explaining the need for embracing behavioural change. • Constantly looking for ways to implement changes that quickly transform flexibility, responsiveness and quality of service. • Leading a constant challenging culture across the team and peer groups and can demonstrate a strong contribution to the wider leadership team in a large organisation of over 1,000 employees.
Influences and Persuades	<p>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.</p>	<ul style="list-style-type: none"> • Gathers relevant data, marshals facts and prepares sound arguments • Listens to other's 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. • Plans and prepares influencing strategies for key players and opinion leaders.

Delivering results through others	<p>Harnesses the team to deliver results on time, to required standards and in line with organisational processes and procedures.</p>	<ul style="list-style-type: none"> • Translates key performance indicators and the local contribution into a team work plan and individual objectives. Communicates this effectively to team and colleagues • Assigns workload and resources to achieve plans in line with both business priorities and an accurate profile of the team's capabilities • Secures resources and orchestrates the activities of others to deliver results • Successfully obtains others' commitment to undertake work by gaining their acceptance and involvement • Monitors progress against key performance indicators, providing timely support to address shortfalls • Ensures the team gets the required data right first time, identifying causes of poor data and fixing or escalating appropriately • Improves what is delivered by welcoming challenge and through constant process improvement • Is flexible and manages conflicting demands in light of changing circumstances • Achieves tangible results by delegating (with support) suitable responsibilities and by encouraging the team to take personal responsibility for their actions • Uses a risk-based approach when prioritising activities and allocating resources. • Develops and manages budget (relevant to level of responsibility required by role), ensuring all environment agency processes and procedures are correctly followed.
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Equality and Diversity

We're committed to having an inclusive workforce reflecting the communities we serve and we'd like you to tell us about yourself and your background.

Diversity: it's in our nature

