

create a better place



National Estates – Compensation and Land

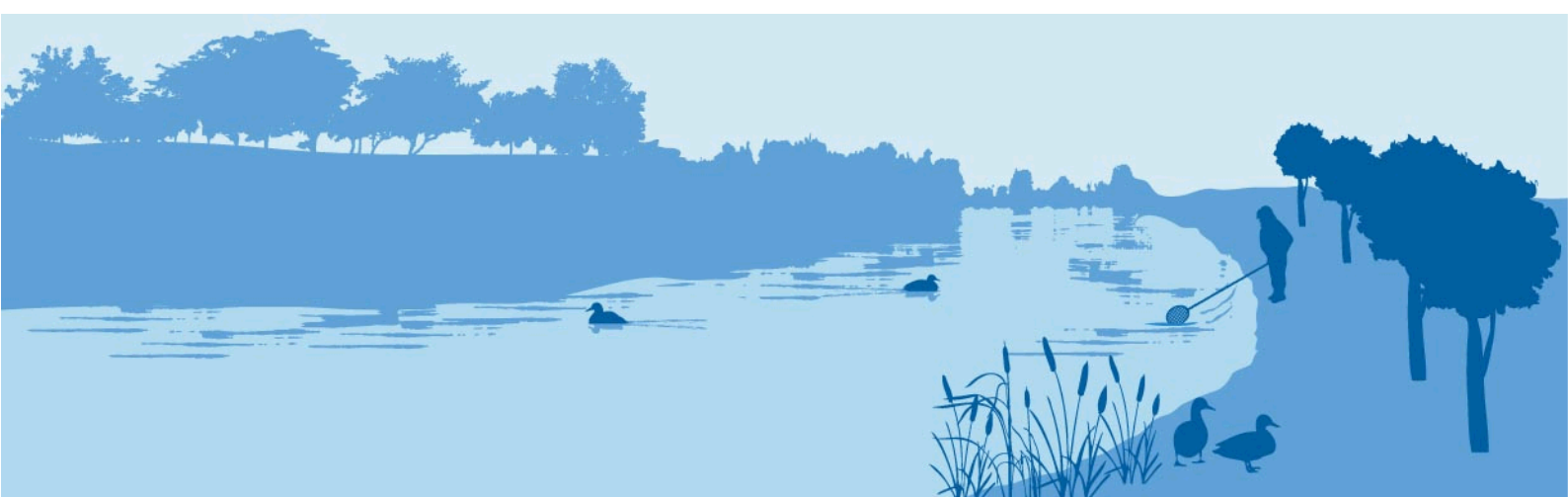
Candidate Information Pack

Please consider the environment and only print this document if you really need to.

<http://www.gov.uk/environment-agency>

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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 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



2. National Estates

Our role

The Estates Compensation and Land Service offers professional support for Environment Agency land, property, compensation and valuation matters. Our experienced Chartered Surveyors specialise in negotiating access to sites and acquiring appropriate interests so that our frontline colleagues can do their work; from taking water samples to managing large engineering and construction projects. We deal with compensation claims from land and property owners where they have suffered loss as a consequence of the Environment Agency's work.

We also manage the Environment Agency's own landholdings. We seek the maximum financial, environmental and recreational benefits from our land without compromising the many and varied purposes for which we hold the land.

We also look after around 100 houses that the Environment Agency owns.

Supporting projects and schemes

The projects that we support range from our biggest flood alleviation schemes through to the expansion of our hydrometry and telemetry network. In general we support by acquiring property, or securing access to it, and by settling compensation claims for loss or damage that others suffer as a consequence of our projects. From project inception to completion we advise on property-related risks and opportunities and how best to deal with them. We can also advise on likely costs and values to help with project planning and budgeting.

Our role extends beyond providing advice to acting on behalf of project managers. We negotiate and agree terms with landowners or their agents to ensure the acquisition of land, or access to it, and to ensure they get best value. As projects and schemes progress we handle any compensation claims, ensuring that settlements are always fair and represent the best value for the Environment Agency.

Managing our residential portfolio

We manage a portfolio of residential properties that are owned by the Environment Agency to help us perform our operational duties. We ensure that the properties are well maintained and that we comply with our legal requirements and duties as landlords. We regularly review our housing stock and sell any surplus properties.

Managing our land and property

We manage the Environment Agency's own landholdings to maximise their financial and environmental value. We work with our customers to identify and dispose of surplus property. We manage transfers of land and property assets. We derive the maximum income from our land by identifying and managing lettings to farmers and other tenants, while ensuring there is no conflict with operational needs and sustainability. Income from lettings is currently worth around £2m per year. We regularly review and inspect our landholdings and advise asset owners of opportunities for lettings, potential disposals and other ways to maximise our assets. We provide a full land management service from granting and renewing leases to managing tenants and responding to requests to use our land. When surplus property is identified we consult with our customers on options for disposal or transfer. We look for opportunities to maximise the proceeds from any sales and implement the most appropriate disposal method.

The service champions the environment with its work to promote conservation and recreation sites, optimising the beneficial use of the land and property that is owned by the Environment Agency.



Our teams

Compensation & Land

The Estates service is a National Service, known to us as Compensations & Land. It comprises of four operating units and is also supported by a national technical support team. Our operating units cover four geographical areas, North, Central and Southwest, East and South East. Our surveyors work flexibly beyond those boundaries, but our customers always have a local point of contact. The operating units, led by Estates Operations Managers, and are made up of property professionals who carry out the main technical function of the service, dealing with our customers face-to-face on the ground.

Support Teams

Our technical support team comprises senior technical advisors, a resource planner, data and information officers and support staff offering a wide range of expertise to support the estates service as a whole. All of our 'once' activities take place here from managing projects and contracts, to improving processes and systems.

Contractors

As well as providing services in house, we also procure some services externally to provide specialist advice and to help manage peaks in workload and provide resilience. We have a national framework contract to enable us to procure these services consistently and efficiently, all estates services must be commissioned through the Estates Team.

Current Vacancies

We are currently recruiting across our four operating Units in the Compensation & Land Teams. We have several positions and roles available across the country.

We are recruiting in the following locations:

Warrington, Leeds, Solihull, Lincoln, Peterborough, Welwyn Garden City, Reading, Worthing, Exeter.

Assistant Estates Surveyor (*Known internally as an Estates Officer*):

Salary £26,869

This role is ideal for someone who is recently qualified or working towards their RICS qualification. Working in this role you would be involved in such things as:

- Helping to deliver our national flood risk programme
- Land entry, acquisition and compensation negotiations
- Estates management including leases and disposals

Skills/ Experience/ Qualifications

We are looking for someone who is either educated to degree level or equivalent to enable them to pursue the qualifications as a chartered surveyor. You may already be working in a similar position or just finished your education. Wherever you are on your career path as a surveyor this role may be right for you.

You will:

- Have a good understanding of compensation and acquisition or valuation and estates management
- Have excellent communication skills
- Have good organisational & prioritisation skills.
- Be able to juggle tasks and balance work load to ensure tasks are achieved.
- Be able to develop and maintain good relationships with internal and external customers and stakeholders.
- Be able to influence and negotiate with a wide range of stakeholders.

Assistant Estates Surveyor – with a focus on housing (*Known internally as an Estates Officer*): *We only have one vacancy for this position, it is located in Reading*

Salary £26,869

We only have one vacancy for this position, which is located in Reading

You may have or be working towards either a chartered surveying or housing qualification, or have a minimum two years' experience in tenancy management.

In this role you would be involved in such things as:

- Managing tenancies efficiently and minimising void periods
- Liaising with tenants and contractors ensuring properties are maintained and in good repair
- Managing rent accounts and undertaking rent reviews
- Working with estate agents to arrange the lettings of properties
- Ensuring the properties comply with our health and safety requirements as a landlord
- Conducting annual inspections of properties

Your work will involve travel to some lovely locations predominantly in the River Thames Area. A driving licence is essential, you will be provided with a lease car as part of your salary package.

If you are interested in this role please apply for the Assistant Surveyor / Estates Officer position and choose your preferred location as Reading.

Estates Surveyor

Salary £33,990

This role is aimed at someone who is already qualified and has relevant land and property experience.

Working in this role you will:

- Support the delivery of our capital flood risk programme
- Take the lead role on compensation and land matters
- Manage our estate, dealing with leases, rent reviews, residential management and disposals
- Deal with land entry, acquisition and compensation negotiations

Skills/ Experience/ Qualifications

We are looking for someone who already has their RICS qualification along with experience working as a surveyor in a professional estates service.

You will:

- Be able to demonstrate a detailed knowledge of compensation and acquisition or valuation and estates management
- Have an understanding of planning, property and compensation legislation and procedures, and of compulsory purchase procedures.
- Experience managing a diverse property portfolio including property management, valuation and landlord and tenant issues.
- Be able to juggle tasks and balance work load to ensure tasks are achieved.
- Be able to build networks and develop and maintain good relationships with internal and external customers and stakeholders.
- Be able to influence and negotiate with a wide range of stakeholders.

Senior Estates Surveyor

Salary £43,344

This role is aimed at someone who has been qualified for several years with extensive surveying and possibly people management experience.

Working in this role you will:

- Take a lead estates role in high profile projects
- Advise on Property related risks and opportunities
- Lead on all aspects of Estate management
- Be given the opportunity to coach mentor and lead others.

Skills/ Experience/ Qualifications

This role is ideal for someone who has been qualified for several years and has a wide breadth of surveying knowledge and experience. You may have some people management experience or maybe looking to develop yourself further by taking on this additional responsibility.

You will:

- Be able to demonstrate a high level of knowledge and expertise in compensation and acquisition or valuation and estates management
- Have experience supporting major capital/operational projects
- Have experience of dispute resolution with landowners & occupiers
- Have experience and be able to demonstrate excellent influencing and negotiating skills
- Have excellent communication and networking skills
- Be a role model to the wider estates team.

Surveyor Spotlight

What one of our Estates Surveyors has to say:

I first started undertaking work for the Environment Agency over three years ago when I came on a 12 month secondment from the south west Estates framework contractor (Stags). I was working 3 days a week in the office as maternity cover in the Estates Officer role. The more I became involved with the Estates Team and the work, the more I enjoyed it and I was really surprised at the massive variety of interesting work that came in to the team on a daily basis.

During my secondment I was also completing my APC and I qualified at the first attempt in May 2015. The work and experience I gained at the Environment Agency was integral to passing my APC and I am sure that without this I wouldn't have passed so quickly. I was given a huge amount of support from the other Surveyors in team especially considering I wasn't actually an Agency employee at the time.

In October 2015 I successfully applied for the Estates Officer position on a permanent basis. I recently applied and was successful and gaining a promotion into an Estates Surveyor position.

I have now been working for the Agency officially for almost two years and thoroughly enjoy the job. I particularly enjoy the diverse nature of the work and the amount of responsibility I've been given to deliver significant (and interesting) flood defence schemes as well as a range of other work including estate management. Help is always on hand should I need it both from with the Estates Team and from the other teams we work closely with, but I'm trusted to make decisions and take ownership of the work I deal with, which I have found to be quite refreshing and a great motivator to direct all my efforts towards my work.

Some of the more interesting bits of work I've dealt with:

- Negotiated a cable option agreement and the subsequent wayleaves and easement for a solar park
- Negotiated with a national housing developer to grant a right of way as part of a Section 106 agreement
- Assisted with obtaining a planning application to alter the driveway at a residential property and subsequently instructed the sale of the property.
- Granting of an FBT combined with a variation/ extension to an existing stewardship agreement.
- Met with the Crown Estate in London to negotiate an agreement to purchase sand as part of a beach recharge scheme
- Undertaken a range of compensation claims in connection with various flood defence schemes. Claims ranging from loss of grazing, to loss of profit claims to claims involving the loss of profits from cuttle fishing being affected by a scheme.

3. Salary and benefits

Join us and you will enjoy the following benefits:

Grade Rate:	Grade 4 - Assistant Estates Surveyor - £26,869 Grade 5 – Estates Surveyor - £33,990 Grade 6 – Senior Estates Surveyor - £43,344 pro-rata if part time
Hours of work:	37 hours, permanent contracts.
Leave entitlement:	<p>Your leave allowance in these roles will start at:</p> <p>Grade 4 - Assistant Estates Surveyor – 25 days <i>plus bank holidays</i> Grade 5 – Estates Surveyor – 27 Days <i>plus bank holidays</i> Grade 6 – Senior Estates Surveyor – 27 Days <i>plus bank holidays</i></p> <p>Leave entitlement increases with length of service up to a maximum of 30 days plus bank holidays. All Leave is pro-rate if part time</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% & 12.5% depending on salary, for these roles your contributions will be between 6.5% & 8.5%. 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 genuinely 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

As a national team with work and customers across England, in some of our roles you may be asked to undertake infrequent national travel usually to London or Birmingham.

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.

If you require further information please contact RecruitmentEstates@ea.gov.uk.

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 (750 for an overall statement). 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.

