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Audience: Environment Agency

Job Family Role Profile: Advise & Shape, Grade 7

- *This is a generic role profile. It aims to outline the requirements of roles broadly within the job family and grade detailed above rather than provide the requirements of a specific job*
- *This profile should be used as a template to help 'frame' the right size and shape of work undertaken locally*
- *For further guidance on how to use job family role profiles effectively, please see the Easinet*

Job Family Description

Roles in this family provide specialist advice internally and to external bodies that help inform and shape working regulatory approaches, policy and legal decisions for the organisation.

This involves working collaboratively with a range of partners, including government, businesses, regulators, international partners, and others, in an advisory capacity. Influencing outcomes by building and maintaining effective relationships.

Roles in this job family may work to understand policy and translate this into workable and effective processes.

Purpose Statement

The contribution and key purpose of roles in this job family at this grade. It indicates the typical degree of independence these roles hold. Note: names of roles are intended to illustrate the type of roles at this grade and are not related to job title.

Acts as a lead expert or manager accountable for advice, guidance and information on the operational implications of external policy, legislation, evidence and other developments.

Leads in the development of our ways of working by providing oversight to operational changes and ensuring the Environment Agency's approach reflects current external influences, is grounded in evidence and reflects best practice.

Roles here are likely to lead large teams to deliver a service but may also provide expert advice across a range of activities while leading smaller or virtual teams.

These roles work to broadly defined objectives and have the freedom to determine how they are achieved.

Representative Accountabilities

The key areas of work and responsibilities for these roles. Points identify typical areas of outputs and suggest anticipated results but are not exhaustive or specific.

- Uses judgement to identify and set the direction for the development of systems, tools and data management to support the informed, efficient and integrated progression of business.
- Leads on engaging and establishing influential relationships with key internal and external stakeholders, such as Defra group, government departments and international bodies, to influence decisions and promote Environment Agency goals and reputation.

- Leads and develops teams to ensure a motivated and high performing workforce which delivers organisational aims.
- Drives continuous improvement by identifying, sharing and implementing best practice, externally and internally, so that policy and guidance takes account of current thinking, innovation, and lessons learned.
- Establishes effective consultation to ensure direction is grounded in practical realities so it is relevant, workable and efficient when applied in the business.
- Plans, monitors and controls resources to maximise the efficient and effective use of finances and people, managing and mitigating risks to the organisation, and progressing opportunities.
- When involved in projects, usually has prime responsibility for leading high value, high profile projects or participates as senior user in a consultative capacity. Typically these will involve enhancing and improving our ways of working or implementing policy and legislative developments effectively
- Leads by example, acting as a role model to effectively embed our values and drive innovation across the team, and wider. Ensure ways of working are effective and in line with our corporate commitments.

Typical skills, knowledge and experience

The knowledge, skills and experience indicated usually reflect the minimum levels required for competent performance in the role. Due to the generic nature of job family profiles, detailed requirements need to be specified in supporting documentation, such as the advert.

- Roles require substantial experience gained in a relevant/similar environment to enable leadership of a major function, portfolio or specialism.
- People management or specialist jobs at this level require breadth and depth of relevant expertise for the role.
- Advanced negotiation and influencing skills are required to develop and motivate people, and change behaviours in a complex business environment.
- Roles in this job family usually require political acumen.
- Requires expert understanding of a range of organisational practices and their effective application and is required to apply practical judgement of the wider business impact of decisions.
- Roles typically require at least a relevant degree or equivalent, usually gained through extensive experience and training.
- Roles usually require management of budgets and/ or revenue.

Expectations for these roles

Sets relevant expectations for roles by grade, including health and safety, equality and diversity, communications required, quality assurance and level of organisational wide understanding required for role. This section is common to all job families at this grade.

- Is fully engaged with the organisation's approach to health, safety and wellbeing. Takes responsibility, and is accountable, for providing the leadership to embed the approach.
- Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.
- Communications are clear, focused and consistent, often with the intention of motivating people and changing behaviours.
- Efficiently balances and prioritises quality, time and cost while ensuring the appropriate standards and assurances are met.
- Understands, interprets and implements the strategic direction of the Environment Agency and Defra group, and has a detailed understanding of external partners and customers and their needs.

Grade Distinction

Outlines the difference in expectations and/or accountabilities for roles at grade above and below this profile. This section is common to all job families at this grade.

Roles at grade 6:

- Tend to interact on a specific area of activity, whilst roles at this grade, tend to have broader interaction, representing the department across the organisation, and wider, on a range of related matters.
- Tend to have narrower accountability in terms of people and activities.
- Provide intelligence and contribute team business plan.
- Typically specify and review key documentation and guidance. Roles at this grade approve key communications.
- Support management of reputational risk for the organisation. Roles at this grade actively manage the risks.

Roles at Deputy Director grade:

- Have a wide span of control with accountability for sub-functions or a number of related areas of activity.
- Are more involved in developing and implementing solutions to challenges which are new to the organisation.
- Have more autonomy in taking decisions on behalf of the organisation.
- Have an impact upwards through contributing to departmental / directorate level strategy.
- Have a higher level of accountability for people / programmes / budgets.