

create a better place



# Asset Maintenance - Lead Team Member 1

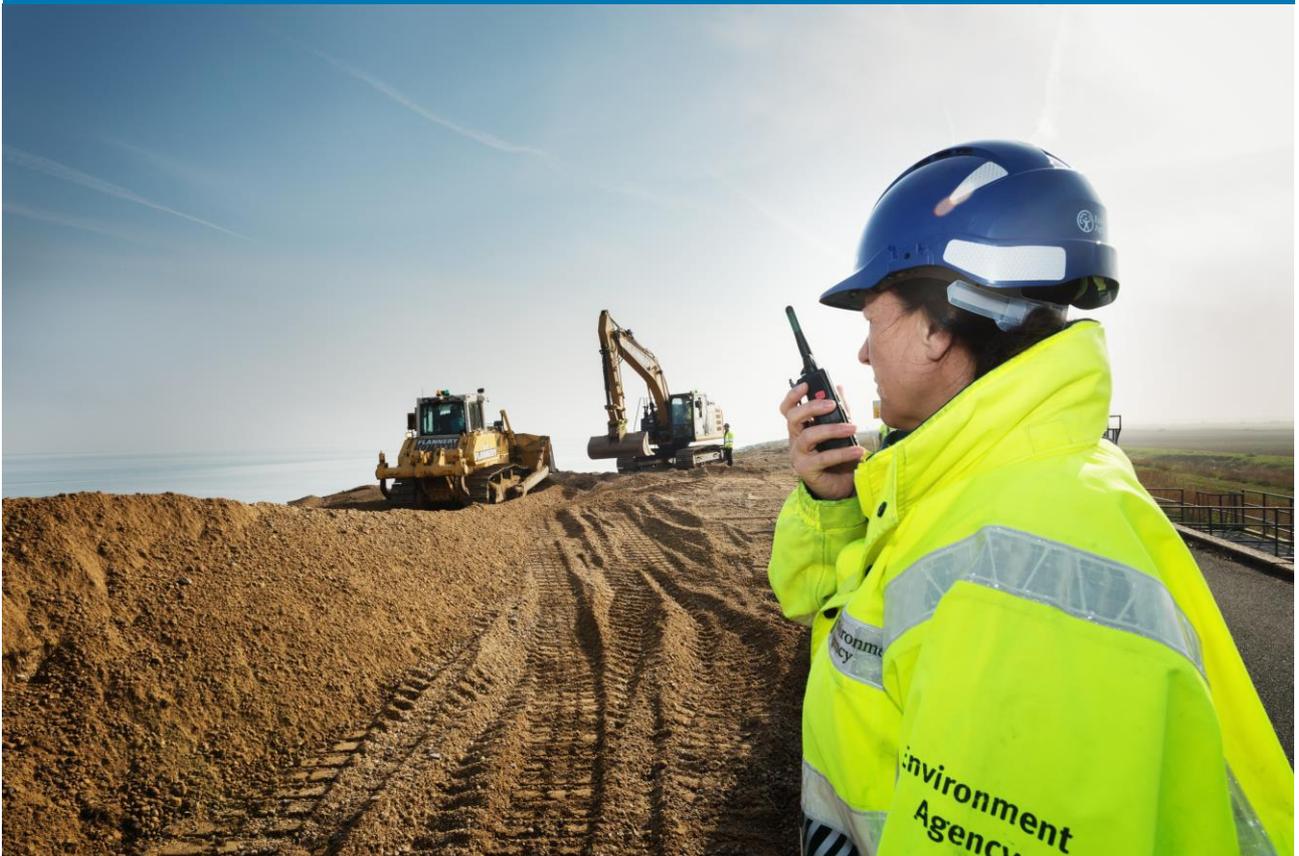
Vacancy 11258

## 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

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](http://www.environment-agency.gov.uk/aboutus)





## 2. Our 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.

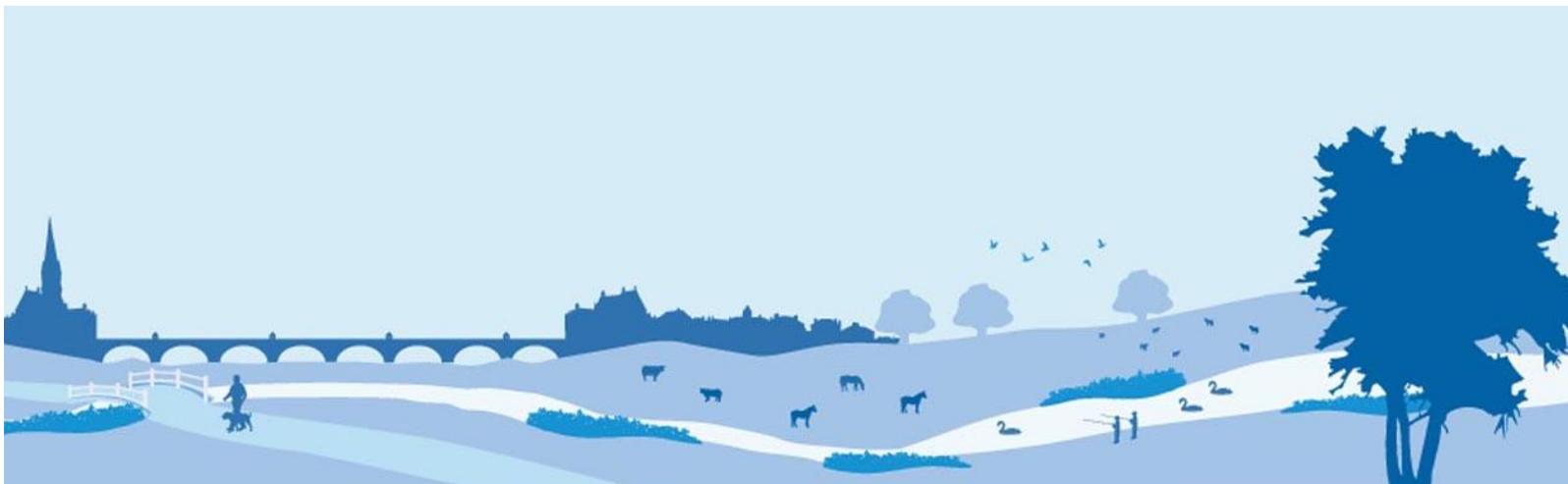
### **Diversity and Flexibility**

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.

Field Operations teams are an essential part of 'lifecycle delivery' within the Asset Management Model, mainly the "Operate" and "Maintain" components. They work closely with and/or support a number of other teams across the business who carry out Asset Management and/or environment management activities.

Working collaboratively, Field Operations teams identify and report faults with flood risk assets, conduct maintenance checks, highlight factors that could result in asset failure and complete assessments to help keep the public safe from risks associated with assets. Field Operations teams also participate in incident response, in and outside of normal working hours.

The purpose of this role is to deliver a range of operational and maintenance activities in the asset management lifecycle and provide appropriate incident response for the Environment Agency.

The role holder solves routine problems by choosing from multiple options in defined instructions. Training, knowledge and/or experience gained in the role will help Team Members resolve more difficult problems. If necessary, the jobholder will escalate problems to appropriate people within and outside of the team.

The Lead Team Member works to instructions and established procedures. Work is allocated and closely supervised. There is autonomy to decide the order work is completed or alternative ways of doing things within existing instructions. Where there is a significant change to defined work methods, approval is required.

Lead Team Members are lined managed by the Field Team Leader. Day to day guidance and support comes from the Specialist Team Member.

## Principal accountabilities

- Locates, operates and maintains assets in the team's catchment. This includes a using a variety of tools and equipment to carry out tasks, such as cutting grass on flood banks and clearing debris from trash screens.
- Produces dynamic risk management and unplanned risk management documentation for low risk incident response activities. Identifies and escalates higher-risk activities to Specialist Team Member.
- Provides response to incidents inside and outside of normal working hours by participating, training and exercising in an incident standby role.
- Deploys sandbags, temporary barriers, mobile pumps and pollution equipment.
- Enables access for contractors carrying out services/inspections.
- Communicates with customers, such as land owners, partner organisations and members of the public, and colleagues. The Lead Team Member answers routine questions and passes more complex enquiries to the Specialist Team Member.
- Carries out regular checks and inspections of equipment, such as tools, personal protective equipment, vehicles and plant. Where faults are identified, they should log and report them.
- Carries out additional reasonable business related requests.

## Knowledge/Qualifications

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

## Skills/Abilities/Experience

You will need excellent communication skills and experience of working with the public

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

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.

Experience using hand tools and / or machinery would be advantageous but is not essential.

You need a full UK driving license.



## 4. Salary and benefits

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

- Grade Rate:** £18,708 (pro-rata - if part time or an assignment)
- Location:** Wokingham, Hook
- Hours of work:** 37 hours
- Leave entitlement:** Your leave allowance in this role will be 25 days plus bank holidays (pro-rata - if part time or an assignment).
- 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 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 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.



## 5. 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.

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

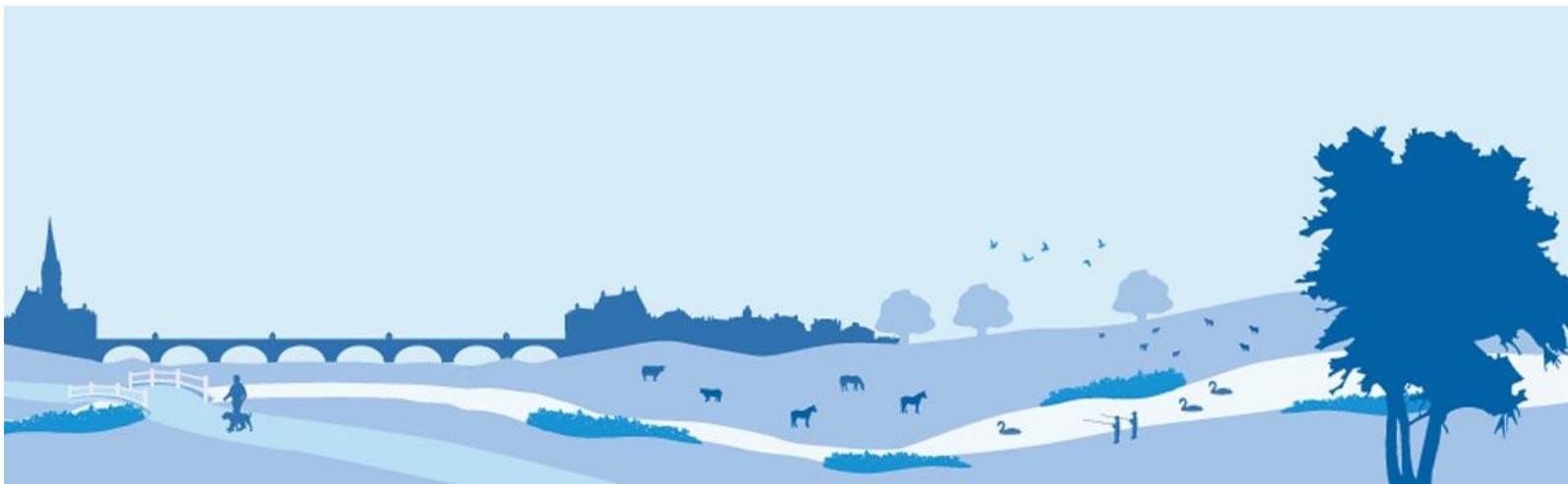
Please note that Environment Agency employees are not civil servants so you may wish to check your eligibility for continuity of employment by contacting your HR department. All eligible bodies are listed in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 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



## 6. 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. 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.

## Role Specific Questions

For further information relating to any of these roles, please contact [FCRMRecruitment@environment-agency.gov.uk](mailto:FCRMRecruitment@environment-agency.gov.uk)

## 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](mailto:ea_recruitment@sscl.gse.gov.uk)

For further information on this role

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.

