

create a better place



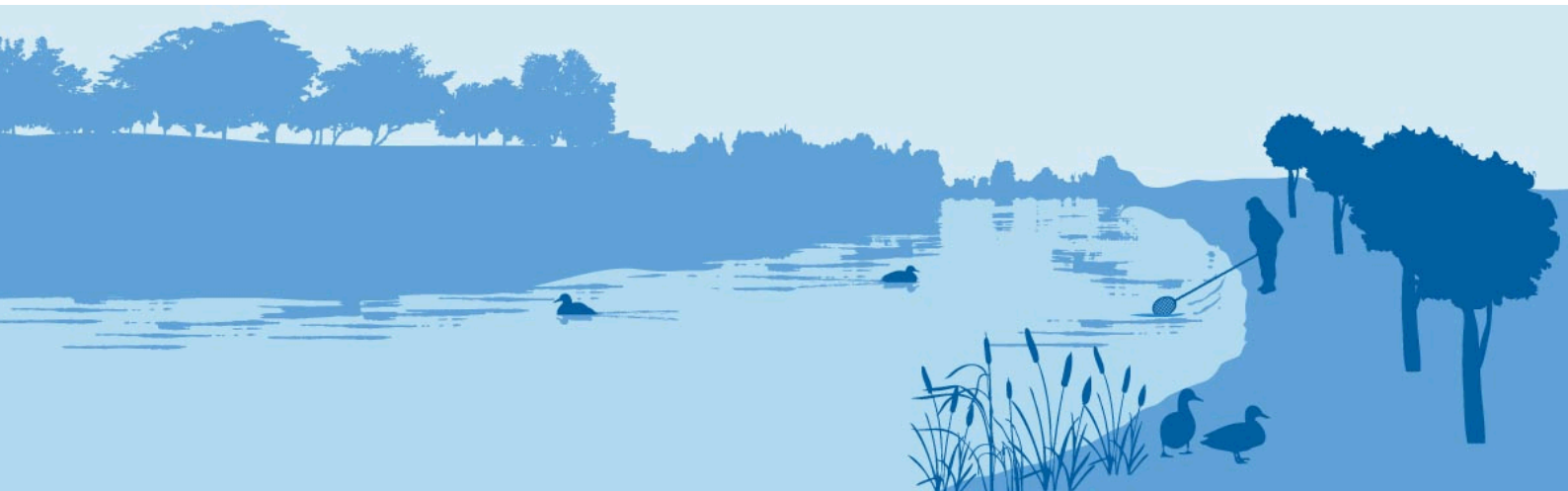
TRAINEE SOLICITOR

Candidate Information Pack

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

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

July 2018 V9
July 2018 V9



Job title:
Job location:
Date:
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

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



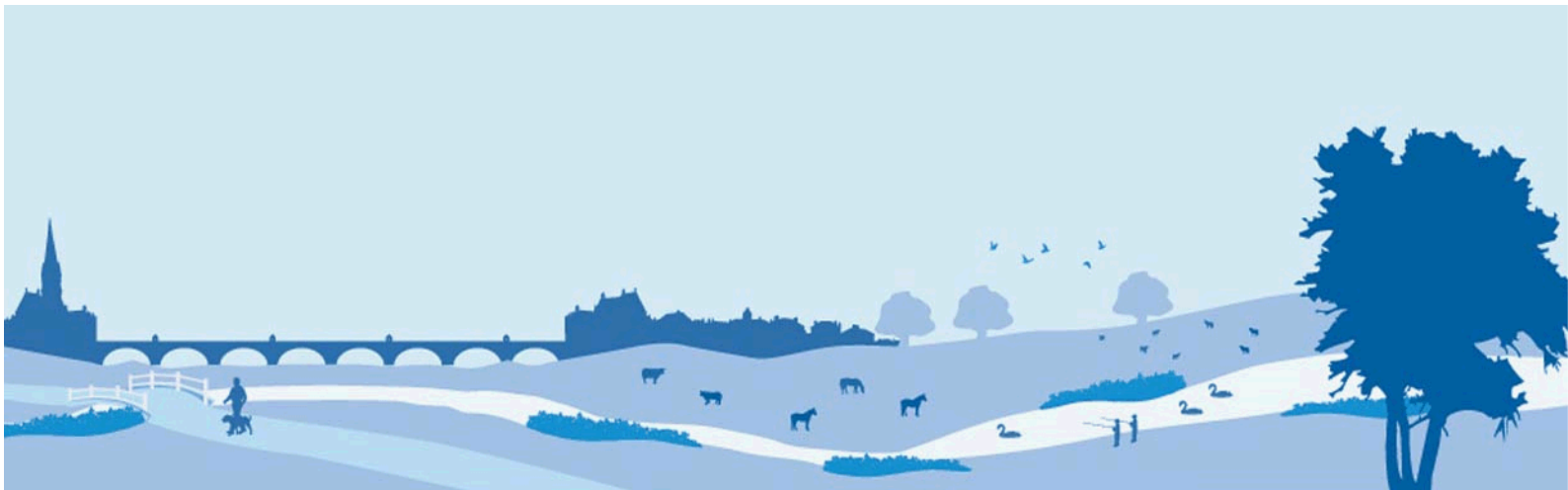
2. Salary and benefits

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

Grade Rate:	£27,138
Location:	Bristol, Peterborough, Reading, Leeds, Solihull (changing to Birmingham from mid-2019) or Warrington as base location. Travel to locations other than the base location will also be required – please see section 4 below.
Hours of work:	37 hours, assignment (for internal employees) / Fixed Term Contract for 2 years
Leave entitlement:	<p>Your leave allowance in this role will be 25 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>
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% 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.</p>

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.



2. Salary and benefits continued

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.

Tenancy deposit loan:

Our Tenancy deposit loan scheme assists permanent employees and individuals employed directly by the Environment Agency on a Fixed Term Contract of more than 3 months, to cover the costs of a deposit for a privately rented home, which can sometimes act as a barrier to moving.

The scheme gives access to an interest free loan to pay for some, or all of, a deposit and can be paid back over a period of up to 12 months (or by the end of your fixed term contract, if you are employed for less than 12 months), directly from your monthly salary.



3. The role

Starting in January 2019 -To work as a trainee solicitor in an interesting and stimulating environment whilst contributing to the aims of the Environment Agency. To develop the legal skills, capabilities and expertise required in order to qualify as a Solicitor through a 2 year structured work experience and professional training programme that meets the professional standards of the Solicitors Regulation Authority. Throughout such training the trainee will be required to:

- assist in providing an effective and efficient legal service contributing to the delivery of environmental outcomes in line with operational needs and objectives.
- provide accurate and timely legal advisory, litigation and prosecution support within each designated specialist area throughout the training contract, under supervision and guidance.
- conduct a challenging caseload under supervision and guidance of the training supervisor and other relevant qualified legal staff.
- build and sustain effective relationships with colleagues and external stakeholders to understand issues and provide effective responses.

Training 'seat' options are likely to be enforcement and prosecution, property, employment, public / environmental law (area and national) and commercial. Options will be discussed with the trainee and will be offered based on availability and suitability.



4. Further Information

To apply for this role you will need to be educated to degree level and have completed the Legal Practice Course (LPC).

The job will be based in one of the legal hubs at Bristol, Peterborough, Reading, Leeds, Solihull (changing to Birmingham from mid-2019) or Warrington but trainees must be prepared to be flexible in terms of location and travel to gain the best training and experience. It is likely that if you are not based in Bristol, a seat in Bristol will be required. A further seat away from your hub may also be necessary. During each seat some national travel will be required. We expect most travel to be by public transport but a driving licence would be an advantage.

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.

For further information please contact Fiona Beaumont on 0203 0254266 or Kathryn Begbey on 0203 0254432 or by email fiona.beaumont@environment-agency.gov.uk or kathryn.begbey@environment-agency.gov.uk.

Eligibility to apply and continuity of employment

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.

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.



4. Further Information continued

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.

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 and personal statement

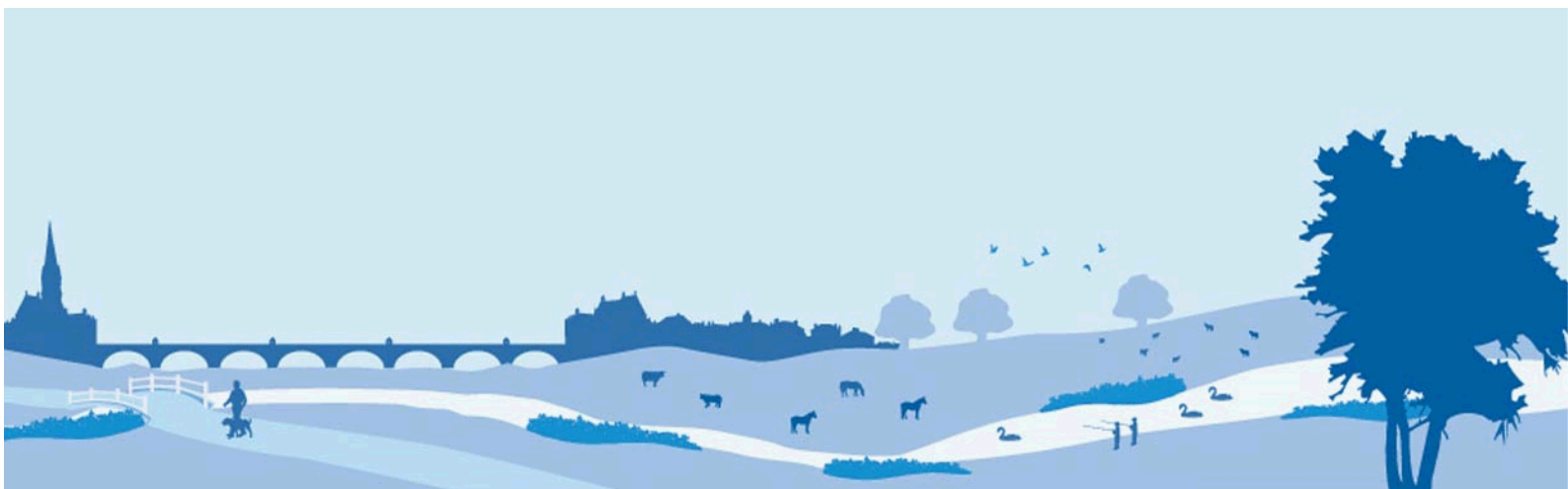
The application will ask you to answer competence questions. There will also be a section following this allowing you to submit any additional information. Please use this section to submit a personal statement telling us why you are applying for this position and what relevant skills, qualities and experience you have to make you a suitable candidate for the position.

We are keen to know what makes you right for the job you are applying for, and why we should ask you in for an interview. The competence questions and personal statement 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). Instead of simply telling us, show us: use real life examples of where you have used a certain skill or how you have practically applied your experience.

The top competences for this role are 'legislative knowledge', 'achieves results' and 'focuses on customers and partners'.

There is a 4,000 character limit (including spaces) for the personal statement, that is roughly one page of A4 and a 250 word limit per competence. Both the competences and the statement are really important parts of the selection process so make sure you keep your answers relevant and concise. Think about what we need to know about you and what you would bring to the role and our organisation.

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

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.

Timings of short-listing and interviews

We are likely to short-list for this role in mid to late September 2018.

If you are invited for an interview, these are likely to be held in Bristol in **early to mid October 2018**.

Interviews

If you are invited for an interview, it will include:

- a scenario to read 15 minutes prior to the interview
- general questions
- capability based questions
- questions based on the scenario
- a short written test