

## **Job Title, Function & Grade**

**Environment Planning Officer 1, Environment Planning, Grade 4**

**Reports To:** Area or Regional Environment Planning Team Leader

**Benchmark Job:** JPM734, Regional Environment Planning Officer 1, G4U

## **Job Purpose**

Contribute to the development, delivery and implementation of Regional and Area plans to achieve local environmental outcomes. Provide technical and professional support to ensure delivery of the business plan and regional environmental priorities. Provide information to colleagues and external partners to influence action taken to achieve the right environmental outcomes and priorities.

## **Accountabilities**

1. Contribute to the delivery of the departmental business plan, providing professional / technical expertise to support operational priorities and Environment Agency policy.
2. Guide, advise and support team members to resolve local issues and incidents, ensuring that decisions are made on sound technical grounds and in line with best practice and timeframes.
3. Monitor progress of work, identify gaps in the delivery of priorities and take remedial action to enhance the service and recommend appropriate reallocation of time and effort.
4. Produce required documentation and reports to agreed quality standards to support operational work, management decisions, public enquiries, court appeals etc, so that information, evidence and Environment Agency interests are accurately and effectively presented.
5. Contribute to the successful implementation of emergency plans, to ensure effective, timely and safe response to emergency incidents.
6. Participate in local projects and working groups to achieve well planned and managed integrated solutions that progress effective change and improvement in the organisation and support the best environmental outcomes.
7. Develop and maintain a strong customer focus to ensure effective relationship building and partnership working to achieve environmental goals.
8. Encourage and develop a safety conscious culture within the team to deliver work programmes without risk to the health & safety of the team or any other individual.

## **Top 3 Capabilities**

Communicates effectively

Focuses on customers and partners

Environment Planning

Date: 11/04/10  
Dawe

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4

Authors: Samantha

## **Additional Recruitment Information**

<b>Job Title, Function and Grade</b> Environment Planning Officer 1, Environment Planning, Grade 4
<b>Educational Requirements</b> Educated to degree level or with equivalent qualifications or experience
<b>Professional Qualifications Requirements</b> None
<b>Experience Requirements</b> <ul style="list-style-type: none"><li>• Experience of gathering, maintaining and quality-assuring data/information</li><li>• Good research and analysis skills, supporting an ability to make proportionate, evidence-based inferences/proposals from information.</li><li>• Good communication and influencing skills – with a proven record of producing clear and persuasive written material and presenting to/briefing more senior staff, team colleagues and customers concisely, face-to-face.</li><li>• Good organisational skills/discipline and the ability to plan, track, deliver and evaluate work within a proportionate project management framework.</li><li>• Sensitive to the needs of the full range of internal and external customers and stakeholders (from colleagues in other teams to businesses, partner organisations and politicians) and able to deliver outcomes through these.</li><li>• Record of embracing and adapting to change and new ways of working</li><li>• Evidence of making an active contribution to improving the effectiveness efficiency &amp; productivity of any work undertaken</li><li>• Able to work under own initiative and as part of a larger, often cross-functional/multidisciplinary team</li><li>• Able to offer professional support to working/task groups and organise/facilitate effective meetings.</li></ul>
<b>Essential Additional Information</b>
<b>Job family: HR use only</b>
<b>Job category: HR use only</b>

## **Capability Information**

### **Environment Planning Officer 1, Environment Planning, Grade 4**

<b>Capability</b>	<b>Entry Level</b>	<b>Expected Level</b>
<u>Personal Effectiveness</u>		
Influences & persuades others	1	2
Communicates effectively	2	3
Takes decisions and solves problems	2	3
Coaches others	2	3
Focuses on Efficiency, Innovation and Quality	2	3
Focuses on customers and partners	2	3
<u>Cross-Functional Know How</u>		
Manage your Health & Safety	2	3
Numerical Modelling and Forecasting	2	3
Data and information management	2	3
Legislative Knowledge	2	3
Business of the Environment Agency	1	2
Programme and project management	2	3
<u>Operational / Technical</u>		
Environmental Planning	2	3

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