

create a better place



Senior Advisor (Fire Prevention Plans)

Candidate Information Pack

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

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



Job title: Senior Advisor
Job location: Various
Date: March 2018
Reference:7815

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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: £43,777

Location: Flexible but based at one of the recognised E&B hubs.

Hours of work: 37 hours FTE, permanent

Leave entitlement: Your leave allowance in this role will be 27 days plus bank holidays (pro-rata - if part time or an assignment).

We 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.



2. Salary and benefits continued

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 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.



3. The role

Senior Advisor (Fire Prevention Plans)

The post is based in the Waste Treatment and Storage Team, part of the Regulated Industry Directorate of Environment and Business. The team is responsible for providing technical support and advice on complex permitting, compliance and enforcement work across many waste sectors including hazardous waste, metals recycling, biowaste and non-hazardous and inert waste. We work with operations staff to maximise the effectiveness of sector based regulation and with a range of partners such as Government and relevant Trade Associations.

The role:

- Provide strategic overview of the process
- Provide advice to support the requirements in our Fire Prevention Plan (FPP) guidance to operators, trade bodies and partners. This includes assessment of 'alternative measures' to ensure they meet the three objectives of the guidance
- Understand current relevant academic research/testing, and if appropriate input to/influence this work. You will be accountable for communicating and applying these technically complex topics in a consistent, clear and effective way throughout the business
- Assess FPP templates from industry/trade bodies to ensure they are compliant with our FPP requirements
- Provide expert witness evidence on the impact on the environment of different fire scenarios
- Provide leadership for the internal colleagues on FPP
- Provide technical expertise to our National Permitting Service and other staff
- Liaising with other organisations and partners which includes Defra, National Fire Chiefs Council (NFCC), WISH, waste and other Trade Bodies etc.



3. The role continued

Principal accountabilities

- Provides specialist expertise and guidance across the organisation, and wider to ensure the effective implementation of legislation, policy, and evidence.
- Identifies gaps in current operations and commissions or leads new work, ensuring decisions are made on sound evidence and are in line with organisational objectives.
- Interacts widely, developing and maintaining effective relationships with key stakeholders and partners, both internally and externally, to influence decisions and bring about successful outcomes and solutions.
- Develops and reviews statements, briefings and other documentation to enable consistent understanding and application of legislation, evidence and policy.
- Leads the delivery of specialised advice and guidance and / or effective implementation of reputational, political and / or technically complex regulatory or operational activities.
- Develops, maintains and shares technical expertise with staff to improve knowledge and competence throughout the organisation as required.

Knowledge/Qualifications

- A degree in Fire Engineering/Fire related subject or equivalent experience
- Professional Membership of Institute of Fire Engineers
- Fire Safety Inspector and Hazardous Material and Environmental Protection Officer experience along with knowledge of the Environment Agency and Fire and Rescue Partnership would be desirable



3. The role continued

Skills/Abilities/Experience

Ideally the candidate will be able to demonstrate the following:

- Operational command experience of incident/fire response (and be able to demonstrate successful application of procedures relating to waste/other industrial sites)
- Extensive experience of
 - calculating heat flux and minimum separation distances
 - explaining and identifying causes of fire
 - explaining different mechanisms leading to self-combustion, and within this how to calculate critical ignition temperatures, time to ignition and measures needed to reduce the risk of self combustion
 - explaining how to assess likely environmental impacts of various fire scenarios, and presenting the findings and conclusions of your detailed assessment
 - and detailed knowledge of fire detection, prevention and suppression systems
- Experience of providing expert witness evidence at Planning appeals and criminal proceedings within Crown Court and or High Court
- Experience of assessing risk to human health and environment, and appropriate control measures to reduce health and environmental effects caused by waste fires
- Experience and application of the Regulators Code
- Writing policy and guidance documents
- Proven ability to influence at regional and national level in relation to fire prevention
- Extensive experience of stakeholder engagement
- Excellent written and verbal communication skills
- Detailed knowledge of relevant fire safety legislation such as Fire and Rescue Services Act 2004 and the Regulatory Reform (Fire Safety Order) 2005.
- Awareness of relevant environmental legislation would be beneficial



4. Further information

For further information, please contact Tracy Langdale at:
tracy.langdale@environment-agency.gov.uk

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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female 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.

Eligibility to apply and continuity of employment

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.

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.

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



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>



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5. How to apply

In order to apply, please submit your CV and a covering letter by clicking the **‘Apply’** button (further details can be found below).

Curriculum Vitae

Your CV should be of no more than three A4 pages in length. It should be tailored to the requirements of the post and include details on your current and most recent role, skills, experience, notice period and salary. It should also include your current postal and email address and contact telephone number(s). In line with our commitment to equal opportunities, please note that your application does not need to include your date of birth.

Please note that the shortlisting panel do not have access to the personal details or identity of applicants at this stage of the process. Your application will be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

Covering Letter

Your covering letter should be of no more than two A4 pages (Arial, 11pt) and should outline your fire experience and suitability for the role around the following capabilities, which are:

- Achieves Results
- Takes decisions and solve problems
- Focus on customer and partners

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. For some jobs, you’ll be asked to download a candidate pack, like this one, where you’ll find specific application instructions.

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.



5. How to apply continued

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.

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.

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.



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 602 6099 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.