

create a better place



Deputy Director Governance and Engagement

Candidate Information Pack



Job title: Deputy Director Governance and Engagement
Job location: Marsham Street, Westminster, London
Date: July 2019
Reference: 11538

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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: £68,000 - £89,000 (pro-rata - if part time)

Location: Marsham Street, Westminster, London

Hours of work: 37 hours per week. 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. Whilst you are in the scheme we will 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

Role

As Deputy Director for Governance and Engagement you'll be at the heart of everything the Environment Agency does.

This is a fast paced, challenging and highly rewarding role which sits within the Chief Executive's Directorate. You'll be part of a wider team in the Chief Executives Directorate, have a seat at the Board and the Executive Directors Team. You'll be trusted to provide confidential advice on strategic issues including governance, engagement, and committee relations to enable the Environment Agency to operate in a safe, innovative and efficient manner

You'll lead on the national strategic approach to Government reviews, Parliamentary, Government and sponsorship relationships by influencing and troubleshooting, in order to enhance our reputation and influence environmental policy change.

You'll also lead four teams of highly skilled individuals who provide the following essential roles for the Environment Agency:

Government Relations – lead on our relationship with Defra Ministers, Government and Parliament and provide support and advice to our place-based and technical teams to support local MP engagement and engagement with Ministers and Select Committees.

Board Governance – provide essential support to the Environment Agency Chair and Board and also work with other relevant committees ensuring that the Environment Agency operates in a safe, innovative and efficient manner. They provide professional oversight and support on corporate governance and assurance matters.

Executive Support – provide confidential advice to the Chair and the Chief Executive on strategic issues, and who will support you to ensure the corporate requirements of the organisation are met, including the efficient operation of the Executive Director's team. The team has strategic and tactical oversight of the engagement planning for the Chair and Chief Executive ensuring that all engagements seek to maximise the reputation of the organisation.

Customer Engagement Market Research - provide expert professional advice and information to help the organisation engage with individuals, business and communities. They use information and insight to bring the customer view into our business decisions to improve what we do. They also use feedback from our own staff to better understand how they feel about working for the Environment Agency and determine what we can do to continue to support them to achieve the aspirations of our own corporate plan and the Defra 25 year plan.

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



3. The role continued

This is an exciting opportunity for an enthusiastic, inspirational and kind person. Your work will be conducted in a supportive environment that: makes the people you work with happier; focuses on health, safety and wellbeing; embraces emergent leadership; and supports your own development.

The role location is **based in London** due to the nature of the role requiring regular engagement with the Chair and Chief Executive as well as Defra colleagues based in Nobel House and the Marsham Street premises.

Principal accountabilities

1. Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.
2. Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.
3. Originate, champion and lead on initiatives for change to deliver efficient systems and support & improve business delivery.
4. Identify and manage operational risk to the delivery of the business plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.
5. Lead, develop and motivate teams to deliver results on time, to required quality standards and cost, to fulfil the business plan and achieve environmental outcomes.
6. Plan, monitor, control and realign resources to maximise their efficient and effective use and ensure objectives are completed to required standards.
7. Identify and manage risks to delivery of the corporate plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.
8. Influence the strategic direction of the Environment Agency and shape the function/s to align appropriately with the achievement of the vision, corporate strategy and environmental outcomes.



3. The role continued

Additional info:

In this role you'll be required to undertake an incident response role which will support and advise the Chief Executive and Executive Directors during incidents. Occasionally this includes out of hours working.

As this role is based in our Marsham Street office, London, it will require you to work from this base 2-3 days per week. You will manage teams based predominantly (although not exclusively) in London and Bristol and will need to commit to some travel and on occasion overnight stays.

Due to the role location, you will require an enhanced level of security check, a key component of which is a minimum of 3 years UK residency.

We don't just talk about diversity; we seek it, embrace it and live it for the benefit of our staff, our communities and our environment.

We are looking to strengthen our leadership team with a person who thinks differently, is excited to challenge the status quo and includes everyone. We are fully committed to having an inclusive workforce to reflect the communities we serve and welcome applications regardless of race, sex, religion, nationality, sexual orientation, age, disability, gender identity or marital status.



3. The role continued

Skills/Abilities/Experience

- The ability to understand a range of information to enable decision making.
- The ability to understand, develop and influence high level complex relationships with internal stakeholders and to translate strategy into action for the environment.
- Experience of managing a dispersed team across a complex organisation and matrix management to deliver a technical and professional service.
- Ability to influence senior external and internal customers plus sound political acumen.
- A proven track record of providing clear, balanced advice and professional leadership at Board and senior management level on a wide range of strategic, operational and sensitive issues.
- Experience of effective crisis communications and decision making under pressure and during times of incident response.
- Excellent interpersonal skills with an ability to lead others, especially during periods of change.
- An individual with a crucial capacity for judgement, and the ability to decide what to do, how to do it, and how best to communicate to all involved.
- Able to demonstrate continuous, thoughtful, and consistent communication with all customers and stakeholders.



4. 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.

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.



4. Further information continued

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.

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>

To discuss the role in more detail please contact John Leyland, Chief of Staff at
chiefstaffoffice@environment-agency.gov.uk





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. 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.

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.

In order to apply, please submit your CV and a covering letter.

Please note –

You must upload your CV and covering letter as one document/file on the recruitment system (do not submit them as separate documents).

Applicants should attach documents in one of the following formats:

- .doc
- .docx
- .pdf

A .dotx file it is not a recognised format and therefore will not be visible for sifting.

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 experience and suitability for the role around the following capabilities, which are:



5. How to apply continued

- **Leads the organisation** - Takes personal responsibility for the implementation of changes and programmes that are crucial to the success of the Environment Agency.
 - **Communicates effectively** - Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing.
- Delivers results through others** – Harnesses the team to deliver results on time, to required standards and in line with organisational processes and procedures.
- **Influences and persuades others** - Presenting a case in a convincing and attractive way that will win people over, encouraging them to follow plans willingly; often succeeding where logic and reason alone would fail.

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.

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



5. How to apply continued

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.

Environment Agency Benefits

Core Benefits

Basic Salary

Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.

Pension Scheme

A final salary pension scheme. Contributions are based on your full time equivalent pay and range between 5.5% and 12.5%. The Environment Agency contribution is currently 18.5% of your pay.

Holidays

Attractive annual holiday entitlement starting at 25 days plus statutory bank holidays pro-rata for flexible workers, i.e. part time, job share employees).

Enhanced statutory policies

Enhanced maternity, adoption and paternity leave, and sickness absence provisions.

Training & Development

Performance Management

Individual performance plans, learning and development matched to your agreed career objectives and progression plans.

Learning & Development

A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.

Examination Leave

Paid leave for exams and revision for approved studies.

Professional subscriptions

We will pay the membership fees for one relevant professional association.

Work/life Balance

Flexible Working

Flexible working patterns including job share.

Family Friendly Benefits

Childcare vouchers' scheme and discounts on selected childcare products.

Travel & Transport Benefits

A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.

Shopping & Leisure Benefits

A variety of discounts at online stores and leisure experiences available via Mylifestyle.

Health & Wellbeing

Occupational Health

Access to Duradiamond Healthcare advisory service.

Eye Care

Free eye tests.

Employee Assistance Service

Access to Workplace Wellness available to you and your family

Sports & Social Club

Opportunity to benefit from a wide range of subsidised events and discounts.

Health Discounts

Optional discounts provided by a number of external providers and health clubs.

Local Benefits

These vary from region to region.

Finance

Interest Free Loans

For season tickets and/or bicycles and safety equipment as well as tenancy deposit scheme

Special Leave

Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

The following benefits only apply to eligible roles:

Lease Car Scheme
Relocation Assistance
Free Car Parking