

create a better place



# Agriculture Regulatory Inspection Officers – Thames or Herts & North London Area

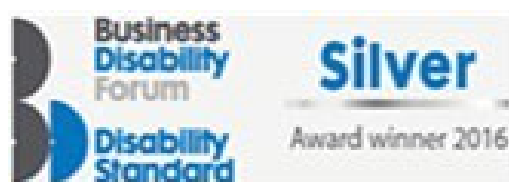
## Candidate Information Pack



**Job title:** Agriculture Regulatory Inspection Officers  
**Job location:** Thames Area or Herts & North London Area  
**England Date:** 10 June 2022  
**Reference:** 23008

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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](http://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:** £28,785

**Location:** **Environment Agency Thames Area:** Wallingford, Reading, Farnham, Oxford [4 Posts]  
**Environment Agency Herts & North London Area:** Welwyn [1 Post]  
This covers Oxfordshire, Berkshire, Buckinghamshire, Hertfordshire, North Hampshire, West Surrey, East Gloucestershire, and East Wiltshire.

**Hours of work:** 37 hours Full Time Employment, permanent.

**Leave entitlement:** Your leave allowance in this role will be 25 days or equivalent, depending on working pattern, plus bank holidays. Your allowance will be pro-rata if you work part time or you are on an assignment to a role at a higher grade that attracts an increased entitlement. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.

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. Whilst you are in the scheme we will also pay an employer contribution into your pension pot. We currently pay 19%, 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.

### **Vehicle:**

A vehicle will be provided for work use only. This is likely to be an Environment Agency badged vehicle or a hire vehicle.

### **Tenancy deposit loan:**

Our Tenancy Deposit Loan scheme assists employees directly employed by the Environment Agency in meeting 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 on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



### 3. The role

This is a fantastic opportunity for someone with a passion for agriculture or the rural environment to be at the forefront of agricultural change. As a team member in one of the Environment Agency's Area Land and Water teams you will be trained to carry out targeted farm visits to help improve farmer behaviours with respect to their local environment.

Based in one of our Area offices in Thames or Herts & North London Areas you will be working with farmers to ensure compliance with existing environmental regulations. This covers Oxfordshire, Berkshire, Buckinghamshire, Hertfordshire, North Hampshire, West Surrey, East Gloucestershire, and East Wiltshire. Please specify on the application for your preferred location. Local base offices include:

**Environment Agency Thames Area:** Wallingford, Reading, Farnham, Oxford [4 Posts]  
Or **Environment Agency Herts & North London Area:** Welwyn [1 Post]

You will be part of a local operational team that carry out regulatory inspections of farms and are integral to delivering real on the ground improvements to the environment. This is a specialist role, but many skills are transferrable, and training will be provided. You will be required to:

- carry out targeted farm visits
- engage with farmers to influence them to change their practices, which may involve difficult conversations
- collect and report on data and findings
- be willing to undertake regulatory enforcement action when needed, prosecutions and the serving of notices



Agricultural practices can cause significant and chronic pollution to our precious water environment, including our protected habitat sites such as Natura 2000. In particular, pollution can be caused by leaks of slurry and silage effluent, and other materials, stored and spread on farms. You will be responsible for regulating on-farm activities to ensure they are carried out without polluting the environment or causing harm to people. With this programme of work we are aiming to positively improve farmer behaviour and compliance with environmental regulations in targeted catchments. It is envisaged that the additional farm advisory and regulatory visits, will reduce the frequency of point and diffuse sources of pollution and improve water quality. Our primary focus will be on catchments draining into water dependent Natura 2000 protected sites, Nutrient Neutrality and other protected sites that are impacted by dairy or livestock farming.



You'll be required to make frequent and sometimes unscheduled travel to sites across your local area or wider region. We'll provide you with a vehicle such as a hire car, but you must have a full UK driving licence.

## Skills/Abilities/Experience

Ideally you will have been educated in agriculture and have experience of working on UK farms or with farmers. Please do not be put off applying if you do not have a degree, A Level or other qualification because we will provide you with all the training you'll need. It's much more important that you have the right personal characteristics and a passion for protecting the environment. Full training will be given on legal requirements and enforcement powers.

For the role the following are desirable:

- an understanding of the general complexities and challenges of working UK farms
- excellent communication skills
- an ability to have challenging conversations
- knowledge of the 'Silage Slurry and Agricultural Fuel Oil regulations' and the 'Farming Rules for Water'



You must also have:

- a full UK driving licence
- IT skills (e.g. Microsoft Office, including Word and Excel), be comfortable using an iPad and a laptop on a daily basis, and be able to input inspection findings into systems.

We welcome applications for part-time hours to support flexible working. However, this role will involve a 2 month training period following appointment during which successful applicants will be required to work full-time hours.



## Training and development

You will receive the necessary training and development to ensure that you have the skills needed to perform this role to a high standard. This will include a mixture of on the job training, mentoring, e-learning and some structured classroom/remote learning sessions. The training and development programme is vital for ensuring you have a good understanding on all aspects of agricultural regulation and to maximise your future career options.



## 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 to support work life balance so please include clearly any information regarding your preferred working arrangements on your application. However, this role will involve a 2 month training period following appointment during which successful applicants will be required to work full-time hours.

### 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. 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.



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**

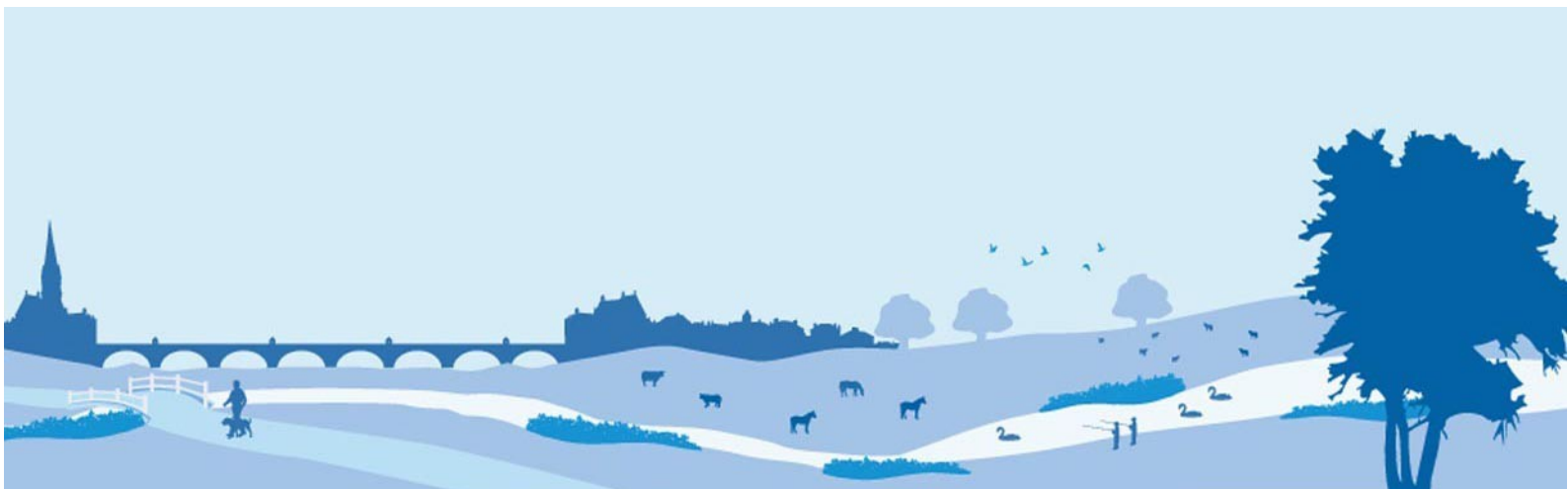
We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

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.

## 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@gov.sscl.com](mailto:ea_recruitment@gov.sscl.com)

## 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



The Environment Agency offers an attractive and competitive benefits package, including:

Core Benefits	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p><b>Basic Salary</b> Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p><b>Pension Scheme</b> A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay, ranging between 5.5% and 12.5%. The EA contribution is currently 19% of your pay.</p> <p><b>Holidays</b> Annual holiday entitlement starting at 25 days plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year</p> <p><b>Enhanced statutory policies</b> Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p><b>Performance Management</b> Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p><b>Learning &amp; Development</b> A range of training courses, leadership development initiatives and access to L&amp;D materials are available, covering technical, managerial and personal skills.</p> <p><b>Examination Leave</b> Paid leave for exams and revision for approved studies.</p> <p><b>Professional subscriptions</b> We will pay the membership fees for one relevant professional association.</p>	<p><b>Flexible Working</b> Flexible working patterns including job share.</p> <p><b>Travel &amp; Transport Benefits</b> A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p><b>Shopping &amp; Leisure Benefits</b> A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p><b>Occupational Health</b> Access to Duradiamond Healthcare advisory service.</p> <p><b>Eye Care</b> Free eye tests.</p> <p><b>Employee Assistance Service</b> Access to Workplace Wellness available to you and your family</p> <p><b>Sports &amp; Social Club</b> Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p><b>Health Discounts</b> Optional discounts provided by a number of external providers and health clubs</p> <p><b>Local Benefits</b> These vary from region to region.</p>	<p><b>Interest Free Loans</b> For season tickets, bicycles and safety equipment.</p> <p><b>Special Leave</b> Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health &amp; safety representatives.</p> <p><b>Financial Education Club</b> Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><b>Tenancy deposit loan scheme</b> Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p>