

Partnership & Strategic Overview Team Roles

Candidate Information Pack

Nov 2020 – V4.1



Job title: Partnership & Strategic Overview Team
Job location: Various (see table listed on page 7 for details)
Date: July 2021
Reference: Flood Risk Team Leader – G6 - 18340
Senior Flood Risk Advisor – G6 - 18339
Senior Strategic Flood Risk Advisor – G6 - 18333
Strategic Flood Risk Advisor – Grade 5 – 18330
Flood Risk Advisor – G5 – 18336
Flood Risk Officer – G4 - 18337
Flood Risk Officer – G3 – 18338

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2. Salary and benefits
3. The role
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5. How to apply



1. 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: Starting salaries listed below (pro-rata - if part time or on assignment)

Grade	Starting Salary
3	£23,963
4	£28,785
5	£36,389
6	£46,374

London Weighting – applicable to Vacancy 18336
£3,776 per annum in addition to the grade rate (pro rata – if part time or on assignment). This allowance only applies whilst you are contractually based in a specified office or depot within the M25, these are, Thames Barrier and the Visitors and Marsham Street.

Location: Please see information in the table on page 7

Hours of work: 37hrs per week full time, part time/job share available

Leave entitlement: Your leave allowance will depend on your 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.

Grades 1 - 4	Grades 5 - 7
25 days	27 days

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.



2. Salary and benefits continued

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 19%, so this is a very generous scheme.

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.

As government restrictions continue to lift, Defra group is exploring future ways of working with flexibility in mind. This means, that subject to business need, successful candidates will be offered the option to combine working at home with working at their contractual Defra group workplace, with occasional travel to other work locations. Further information relevant to this post will be available for candidates invited to interview.

Diversity:

We are fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to make our workforce as diverse as possible, and we hope to attract applications from under-represented groups, including Black, Asian and Minority Ethnic (BAME) people, people with a disability, and people with gender diverse identities. We would also welcome applications from

2. Salary and benefits continued

candidates from lower socio-economic backgrounds who are looking to take their first steps into the world of work and into learning.

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 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 Roles

Job Title and Grade	Starting Salary	Locations	Vacancy Reference	Contracts Available
Flood Risk Team Leader – G6 Job Profile: AM06	£46,374	2 x vacancy Sevenoaks / West Malling Welwyn Garden City	18340	Permanent
Strategic Senior Flood Risk Advisor – G6 Job Profile: AM06	£46,374	3 x vacancies Bedford, Brampton, Chelmsford, Colchester, Ely, Fradley, Gainsborough, Birmingham, Reading, Ipswich, Kettering, Kidderminster, Kings Lynn, Leicester, Lincoln, Norwich, Nottingham Peterborough, Worthing	18333	Permanent
Senior Flood Risk Adviser – G6 Job Profile: AM06	£46,374	8 x vacancies Birmingham, Farnham, Fradley, Leeds, Penrith, Preston, Reading, Shrewsbury, Tewkesbury, Wallingford, Warrington, Welwyn Garden City, Worthing	18339	Permanent
Flood Risk Advisor – G5 Job Profile: AM05	£36,389	National Roles See table below for details	18336	Permanent
Strategic Flood Risk Advisor G5 Job Profile: AM05	£36,389	4 x vacancies Bridgewater, Farnham, Kettering, Lincoln, Reading, Wallingford, Welwyn Garden City	18330	Permanent
Flood Risk Officer G4 Job Profile: AM04	£28,785	National Roles See table below for details	18337	Permanent
Flood Risk Officer G3 Job Profile: AM03	£23,963	4 x vacancies Birmingham, Fradley, Kettering, Lincoln, Shrewsbury, Tewkesbury, Welwyn Garden City, Kidderminster	18338	Permanent

To apply for any of the roles above please see our jobs board HERE



3. The Roles continued

National locations

Area	Town(s)
Cumbria & Lancashire (CLA)	Penrith/Preston
East Anglia East (EAN)	Norwich/Ipswich **18336 and 18337** roles only: Brampton, Colchester, Ely, Ipswich Norwich
East Anglia West (EAN)	Bedford
East Midlands (EMD)	Nottingham/Mansfield/Peterborough
Greater Manchester, Merseyside & Cheshire (GMMC)	Warrington
Herts & North London (HNL)	Welwyn Garden City
Kent & South London (KSL)	Sevenoaks/West Malling
Lincoln & Northamptonshire (LNA)	Lincoln/Kettering
Central London	London (2 Marsham Street)
North East (NE)	Newcastle/Darlington
Solent & South Downs (SSD)	Chichester/Worthing
Thames (THM)	Reading/Wallingford
Wessex (WSX)	Blandford Forum/Bridgewater
West Midlands (WMD)	Birmingham/Lichfield/Kidderminster
Yorkshire (YOR)	Leeds/York

Please note that some of our Areas have additional sites. Unfortunately we cannot list all of these for selection. If you wish to be considered for any of these locations then please select one of the towns available in the same Area. You can provide further detail on your location choices in the free text box as part of your application.



3. The Roles continued

Partnership & Strategic Overview (PSO) Team

Partnerships & Strategic Overview support the entire lifecycle of the Environment Agency's flood and coastal risk management assets. Our teams coordinate our relationship with other flood risk management authorities in their geographical area, including Lead Local Flood Authorities.

We use a wide range of skills to help us plan for the future. They include the analysis of data to inform future investment plans, engagement with communities and professional partners and developing strategic approaches to future flood risk management.

We have an overview of how flood risk is being managed in our individual areas and we collaborate with other area teams, partner organisations and communities to plan future projects, such as the creation of new flood defences to protect people and property from future flood risk.

We are also involved in maintaining and updating strategic plans such as Flood Risk Management Plans, Catchment Flood Management Plans and Shoreline Management Plans.

Flood Risk Team Leader - G6 - 18340
We are looking for a candidate with the drive and vision to provide leadership and direction to the Environment Agency's Partnership & Strategic Overview (PSO) team. You will be responsible for leading and managing a team that is responsible for developing, maintaining and enhancing relationships with a range of strategic partners including local communities and businesses, Risk Management Authorities, and securing funding. Your team will provide leadership to identify, prioritise, assess and deliver new and/or existing Flood & Coastal Erosion Risk Management (FCERM) projects with our partners. You will focus on working closely with, and influencing, Lead Local Flood Authorities (LLFAs) and other Risk Management Authorities (RMAs). Using an evidence-based approach, your team will provide expert advice and guidance to deliver the best, long term, and sustainable, flood risk outcomes. You will help assess the risk to local communities and work with them to prioritise appropriate and cost-effective options for flood and coastal erosion risk management. Working collaboratively, and with a "yes if" approach. Your team will be seen as a "go to team", to obtain Flood and Coastal Erosion Risk Management (FCERM) advice on government capital funding, planning-related flood risk assessments, permitting issues, mapping and modelling, and community engagement.



3. The Roles continued

Experience & Skills

Your excellent communication and interpersonal skills will be complimented by your enthusiasm and drive to achieve results, and to lead and coach others to do the same in a safe environment with well-being at the forefront of everything you do. In addition you should have a good understanding of the key issues relating to long term, sustainable Flood and Coastal Erosion Risk Management. The ability to translate strategies and policy into plans and programmes for delivery is required and you should have experience of delivering results through others. Coaching and mentoring experience is essential. Experience of working with internal and external partners to help deliver the outcomes of a specific function, project, or team, to time, cost and quality is required. Evidence of having demonstrated political awareness and sensitivity when dealing with external customers is needed. It is desirable that you are working towards becoming a member of the Institution of Civil Engineers (ICE), Chartered Institution of Water and Environmental Management (CIWEM) or an equivalent, relevant, professional body.

Capabilities:

Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*

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Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Leads People – *Description:* Provides leadership that inspires and motivates others to achieve their personal goals and the goals of the Environment Agency

Delivers Results Through Others - Description: *Harnesses the team to deliver results on time, to required standards and in line with organisational processes and procedures.*

Strategic Senior Flood Risk Advisor - G6 - 18333

You will be part of a team that provides the strategic direction for Flood and Coastal Erosion Risk Management. As a senior specialist you will seek opportunities to deliver flood and coastal erosion risk management improvements as well as supporting growth and infrastructure development whilst considering the crucial challenge of adapting to a changing climate. You will identify where programmes of work can be integrated to deliver savings and efficiencies to our ambitious capital programme. Working with other risk management authorities and infrastructure providers, you will build and maintain strong working relationships at a catchment and community level. As a senior specialist in Flood and Coastal Erosion Risk Management you will be part of the local leadership



3. The Roles continued

team, supporting the development of staff and working with our National team supporting policy and strategy implementation at the local level. More specifically we are looking for someone who can translate our National Flood and Coastal Erosion Risk Management Strategy and DEFRA 25 year plan into actions on the ground.

Experience & Skills
We are looking for individuals with a strong track record and proven experience of working with and building effective working relationships with others. Excellent negotiation and persuasion skills and the ability to achieve successful outcomes with those with differing viewpoints is essential for this role. Experience of developing a strategic approach to delivering outcomes and proven leadership skills are also required. Programme and project management experience is necessary. You will need to demonstrate your experience of partnership working, stakeholder engagement, influencing and persuasion skills to be successful in this role. The post holder will require a relevant degree or equivalent experience, be chartered, or working towards it, with a professional body ie CIWEM.

Capabilities:
Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*

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Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Influences & Persuades Others – Description: *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.*

Focuses on Efficiency, Innovation and Quality – Description: *Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.*

Senior Flood Risk Advisor - G6 - 18339
As a nation we need to improve the way we integrate adaptation to flooding and coastal change into daily activities and projects, as well as long-term place base strategic investment plans and strategies.



3. The Roles continued

We are looking for someone who can translate our National Flood and Coastal Erosion Risk Management Strategy and DEFRA 25 year plan into actions that enable us to adapt to a changing climate and improve communities' resilience.

As a senior specialist you will be part of a team that provides the strategic direction and delivery for Flood and Coastal Erosion Risk Management. You will play a key role by working with our National team to implement our strategy at the local level.

You will develop and lead a shared vision for a place or catchment, building our skills and nurturing relationships with Risk Management Authority (RMA) partners to deliver a collaborative vision, through applying a variety of approaches including strategic flood and coastal planning and climate adaptation.

You identify cross cutting issues and seek opportunities to deliver flood and coastal erosion risk management improvements as well as supporting growth and infrastructure development. Working with other RMAs and infrastructure providers, you will build and maintain strong working relationships

Experience & Skills

We are looking for individuals with a strong track record and proven experience of working with and building effective working relationships with others. Excellent negotiation and persuasion skills and the ability to achieve successful outcomes with those with differing viewpoints is essential for this role. Experience of developing a strategic approach to delivering outcomes and proven leadership skills are also required. Programme and project management experience is necessary.

You will need to demonstrate your experience of partnership working, stakeholder engagement, influencing and persuasion skills to be successful in this role. The post holder will require a relevant degree or equivalent experience, be chartered, or working towards it, with a professional body ie CIWEM.

Capabilities:
Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship.*



3. The Roles continued

Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Influences & Persuades Others – Description: *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.*

Leads People – *Description:* Provides leadership that inspires and motivates others to achieve their personal goals and the goals of the Environment Agency

Flood Risk Advisor – G5 – 18336

Flooding represents a crucial challenge both now and into the future as the impacts of climate change become apparent. Having a strategic overview of all sources of flooding, the Environment Agency has a key role to play in the management and reduction of flood risk. As a Flood and Coastal Risk Management Advisor in the Partnerships and Strategic Overview Team, you will be working in an extremely varied role that draws upon a diverse range of skills. You will be expected to lead the delivery of our flood risk management projects by building effective relationships with communities and community leaders, professional partners and internal specialists. Technical Advisors in this team are integral to seeking opportunities to deliver environmental improvements along-side our flood schemes. Our ambition is to work more with natural processes as we seek to work in partnership with land managers and environmental groups such as wildlife trusts. The role also leads our engagement with Risk Management Authorities who deliver significant flood and coastal erosion risk management schemes that contribute to the delivery of the national targets for reducing flood risk to properties over the next 6 years.

Experience & Skills

Through your experience you will ideally be able to demonstrate some of the following:

- Have an engineering / geographical / science background or a relevant degree / professional qualification
- Apply a project management approach to manage multiple priorities and competing demands
- Be able to show where you've delivered success outcomes
- Be an intelligent problem solver, with a methodical work approach linked to managing risk



3. The Roles continued

- Have excellent communication skills with the ability to develop and maintain good relationships with a variety of customers
- Experience of working within and knowledge of flood risk management is desirable but not essential.

It would be advantageous to hold a Full UK driving licence.

Capabilities:
Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*
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Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Focuses on Efficiency, Innovation and Quality – Description: *Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.*

Uses Initiative – Description**:** *Takes action before and/or beyond what is required, owning the outcome.*

Strategic Flood Risk Advisor – G5 18330
As a nation we need to improve the way we integrate adaptation to flooding and coastal change into daily activities and projects, as well as long-term place base strategic investment plans and strategies.

We are looking for someone who can translate our National Flood and Coastal Erosion Risk Management Strategy and DEFRA 25 year plan into actions that enable us to adapt to a changing climate and improve communities' resilience.

As an Advisor you will be part of a team that provides the strategic direction and delivery for Flood and Coastal Erosion Risk Management. You will play a key role by working with our National team to implement our strategy at the local level.



3. The Roles continued

You will help develop a shared vision for a place or catchment, helping to build our skills and relationships with Risk Management Authority (RMA) partners. To deliver a collaborative vision using a variety of approaches including strategic flood and coastal planning and climate adaptation.

You will help identify cross cutting issues and opportunities to deliver flood and coastal erosion risk management improvements as well as supporting growth and infrastructure development. Working with other RMAs and infrastructure providers, you will build and maintain strong working relationships.

Experience & Skills

We are looking for individuals with a track record and proven experience of working with and building effective working relationships with others. Good negotiation and persuasion skills and the ability to achieve successful outcomes with those with differing viewpoints is essential for this role. Experience of helping to develop a strategic approach to delivering outcomes and good leadership skills are also required. Programme and project management experience is necessary. You will need to demonstrate your experience of partnership working, stakeholder engagement, influencing and persuasion skills to be successful in this role. The post holder will have a relevant degree or equivalent experience, be working towards being incorporated with a professional body ie CIWEM.

Capabilities:

Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*

Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Focuses on Efficiency, Innovation and Quality – *Description: Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.*

Influences & Persuades Others – Description: *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.*



3. The Roles continued

Flood Risk Officer – G4 18337

The Officer Grade 4 role is a crucial to the effective management of flood risk. We are a multi skilled team and you will have key skills to achieve our outcomes for people and the environment. You will report to the Partnerships & Strategic Overview Team Leader.

The delivery of our Capital programme is our key objective, your work will play a key part in its success. This could be in project and programme, representing the business needs during inceptions and development, negotiating funding and other outcomes with our partners, giving advice on planning and permits that we issue, development and delivery of our overview, Strategic plans and actions. Development of our data and evidence is key and the analysis of GIS, models and data sets are an important part of the team's activities.

This is an outward-facing role. You will need to possess an excellent customer service skills. You will be able to identify who you need to engage with in a variety of internal, external Risk Management Authorities and customers on flood risk matters.

You will also be expected to participate in an incident response role and support our incident management teams as and when required.

Experience & Skills

Being resilient to climate change and limiting the impacts of future flooding to people, infrastructure and environment is our challenge in the coming years. As an Officer G4 in the Partnerships and Strategic Overview Team you will play a key part in the delivery of our objectives.

You will be a confident communicator, with excellent customer service skills, working with internal, external partners and members of the public. Your enthusiasm, ambition and good organisational skills will help you to achieve defined deadlines and targets. You are happy to work on your own initiative or as part of a wider team.

We require different skills focused on flood risk but also:



3. The Roles continued

- Project development
- Rivers and coast engineering
- Planning and permitting activities
- Influencing and negotiation
- Evidence based modelling
- GIS and data management

Formal qualifications and some experience through to no formal qualification and substantial experience is acceptable. A driving license is desirable.

Capabilities:
Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*

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Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Takes Decisions & Solves Problems – Description: F*inds and delivers optimal solutions by effectively analysing all the information, probing to develop alternatives and taking sound and timely decisions.*

Focuses on Efficiency, Innovation and Quality – Description: *Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.*

Flood Risk Officer – G3 18338
This role is central to the effective management of flood risk. Reporting to the Partnerships & Strategic Overview Team Leader, you will fulfil a multi-purpose role delivering some of the teams' core data management and analyses work. The work will involve managing data to improve our flood risk maps, and supporting our project delivery leads who develop and deliver our Capital programme. This is an outward-facing role. You will need to possess an exemplary customer service ethic and engage with a variety of internal and external customers seeking data and advice and guidance on flood risk matters. You will share knowledge and experience with partner operating authorities such as Internal Drainage Boards and Lead Local Flood Authorities. You will also be expected to participate in an incident response role and support our incident management teams as and when required.



3. The Roles continued

Experience & Skills
You will bring energy, enthusiasm and willingness to learn, communicate effectively and to build relationships with our customers and teams, to protect people and property from flooding.

Through your experience you can demonstrate some of the following:

- Understanding of river processes, hydrology and the impact of flooding
- Ability to develop/maintain good customer relationships
- Delivery of work by planning, tracking, gathering and maintaining data/information
- Work on your own initiative and as part of a team
- Good organisational skills
- Managing multiple priorities and competing demands.

As an entry level grade we welcome all backgrounds, preferably with an interest in engineering, geography or science discipline.

A valid driving licence is desirable for some, but not all, roles available at this grade.

Educational experience is required in an engineering or science background or customer related field. A combination of formal qualifications and some experience through to no formal qualification and substantial experience is acceptable.

Capabilities:
Builds & Sustains Relationships – Description: *Develops and maintains effective working relationship*

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Achieves Results – Description: *Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results.*

Works in Teams – Description**:** *Works co-operatively as part of a team to achieve common goals.*

Data & Information Management – Description: *Collects, analyses, interprets, records, manages, develops and shares data, material or information appropriately for a variety of purposes.*

3. The Roles continued

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade.

Our roles fit into our job families (see table on page 7 for relevant Job Profile)

Please contact the **ea_resourcing_project@environment-agency.gov.uk** if you would like to discuss the role in more detail or if you have any other queries regarding these vacancies.





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.

Training & Development - Apprenticeship Opportunities

There are also a broad range of meaningful, high quality apprenticeship opportunities available, to help further develop your skills and take your career to the next level.

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.

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

4. Further Information

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

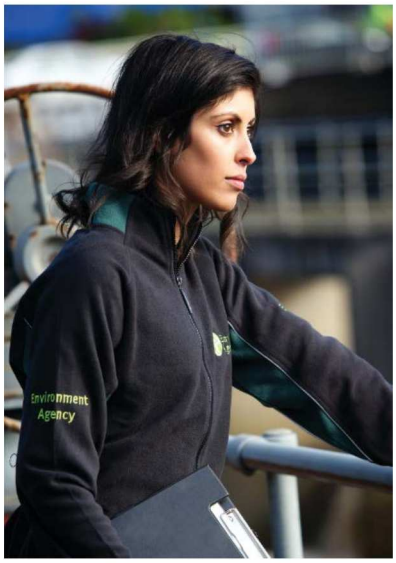
We apply the Baseline Personnel Security Standard (BPSS) check when recruiting staff to our posts. This includes a basic criminal records check.

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





twitter facebook LinkedIn Instagram flickr YouTube



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



5. How to apply continued

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. Using the **STAR** technique (Situation, Task, Action, and Result) will help you structure your answers in concise and logical format.

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.

A full list of competencies, description and indicators for the roles above can be found here: EA Capabilities

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.

5. How to apply continued

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.

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

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 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.

Holidays
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

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.

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, bicycles and safety equipment.

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.

Financial Education Club
Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.

Tenancy deposit loan scheme
Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.

The following benefits only apply to eligible roles:

Lease Car Scheme
Relocation Assistance
Free Car Parking