

create a better place



Environmental Project Manager

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: Environmental Project Manager
Job location: Worthing / Peterborough / Solihull
Date: 15th December 2017
Reference:

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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'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.gov.uk/environment-agency



2. Flood and Coastal Risk Management

At the Environment Agency, our National Environmental Assessment Service (NEAS) works with the Flood and Coastal Risk Management teams to help protect against flooding and minimise the risks caused by any floods that do occur. The work we do directly and in partnership with others ensures our actions reduce flood risk and also provide environmental and social benefits.

We're making £2.5 billion capital investment between now and 2021 that will reduce flood risk to 300,000 homes, improving the environment and protecting transport, businesses and creating £30.3 billion benefit to society. It's an exciting time and we need your help to ensure we make investments wisely, minimising negative environmental impact and maximising the opportunities we can deliver to communities through our work.

All our teams have a role in incident management when flooding occurs. These vary from going out to support communities at risk from flooding to helping to manage our response when flooding does occur.

NEAS work in integrated project teams, managing or supporting the delivery of environmental impact assessments (EIA) or strategic environmental assessments (SEA). We use the environmental assessment process to improve the sustainability of our planning and designs. NEAS officers are skilled in working with a wide range of stakeholders and bringing together a range of expert views.

3. Role available

Role : Environmental Project Manager
Worthing – two permanent posts
Worthing, Solihull and Peterborough – three fixed term assignments until the 31 st March 2019

Roles

We require highly motivated and enthusiastic individuals to join our national team. In this role you'll use your creative problem solving abilities to help deliver the national Flood and Coastal Risk Management (FCRM) programme and Area objectives in an environmentally compliant way helping to identify environmental opportunities and delivering multiple benefits. These roles provide environmental project management or support to enable delivery of Environment Agency risk projects and strategies, which meet national and international standards.

Principal accountabilities

- Project manages the environmental aspects of medium risk capital projects and strategies, from inception to completion, ensuring projects meet Environment Agency quality standards and are environmentally sound, cost effective and delivered on time.
- Supports internal and external EIA and SEA related consultation to ensure that internal function and external environmental bodies make a timely appropriate input into the development of Environment Agency projects.
- Assesses and rates the performance of environmental consultants and contractors and provides feedback to enable continual improvement by suppliers.
- Screens all work programmes to assess environmental risk and advise on level of EIA needed to enable all Environment Agency projects to be developed in accordance with Environment Agency policy and practice and are legally compliant
- Meets fee income targets to enable NEAS to balance its budget

Knowledge/Qualifications

Educated to degree level, a relevant post-graduate qualification is desirable but not essential.

Skills/Abilities/Experience

You'll have good communication skills and the ability to develop strong relationships with internal and external partners. We are always looking at good practice from other sectors and so experience in the environmental industry is not essential, if you have valuable experience to offer.

Capabilities

The top three capabilities are achieves results; communicates effectively and environmental awareness.

Capability	Environmental Project Managers
Achieves results	Demonstrates ability to influence a project design to deliver social and environmental outcomes. Sets and delivers high work standards, demonstrates the drive to meet targets.
Communicates Effectively	Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing.
Environmental Awareness	Appreciates the impact that development activities have on a range of environmental receptors and identifies ways to protect and preserve the environment for the future Understands wider environmental issues and how they relate to our works and activities.
Project Management	Selects, plans and manages contractors, programmes or events to achieve a set of Environment Agency objectives cost effectively. Works within teams and confident in applying EIA processes with limited supervision, for standard projects.
Legislative Knowledge	Has a broad understanding of environmental legislation relevant to development projects, including UK EIA process, legislation and standards and the wider regulatory regime. Able to screen projects for EIA and advise on basic environmental compliance.

4. Salary and benefits

Join us in this role and you will enjoy the following benefits:

Grade Rate:	£27,138
Location:	Worthing – two permanent roles Worthing, Solihull and Peterborough – three fixed term assignments until the 31 st March 2019
Hours of work:	The hours of work are 37 per week. Part-time considered.
Leave entitlement:	<p>Your leave allowance in this role will be 25 days plus bank holidays (pro-rata - if part time or an assignment).</p> <p>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.</p>
Pension:	<p>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.</p> <p>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.</p>
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 want all our staff to feel valued and respected and to see this as a great place to work. Diversity: it's in our nature.
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.



5. 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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female candidates who are under-represented across our workforce.

We welcome flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

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.

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.

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>

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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.

6. 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.

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. (For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.) 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?' and '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, whilst giving us a full answer. 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. 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

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.

