

create a better place



Recruitment of Chair for Wye Navigation Advisory Committee

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: Chair for Wye Navigation Advisory Committee

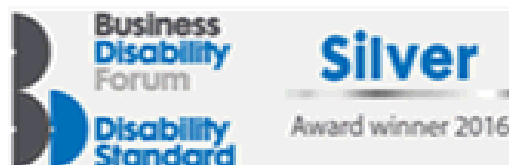
Job location: Flexible in the Wye valley

Date: 20th September 2019

Reference: 11271

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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

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

Salary: £5,675 for the term of office which is three years

Location: Flexible in the Wye valley

Hours of work: A minimum of two meetings a year (held during office hours), plus any ad hoc requirements.

Term of Office: A single term is for three years

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

The Wye Navigation Advisory Committee (WyeNAC) was established by the Wye Navigation Order 2002.

The Committee has an independent chair and is made up of members with a wide range of interests and backgrounds, from recreation to business to conservation, to those who work and live by the river. The Committee meets twice a year and helps us to maintain sustainable recreation and navigation on the river.

The Role

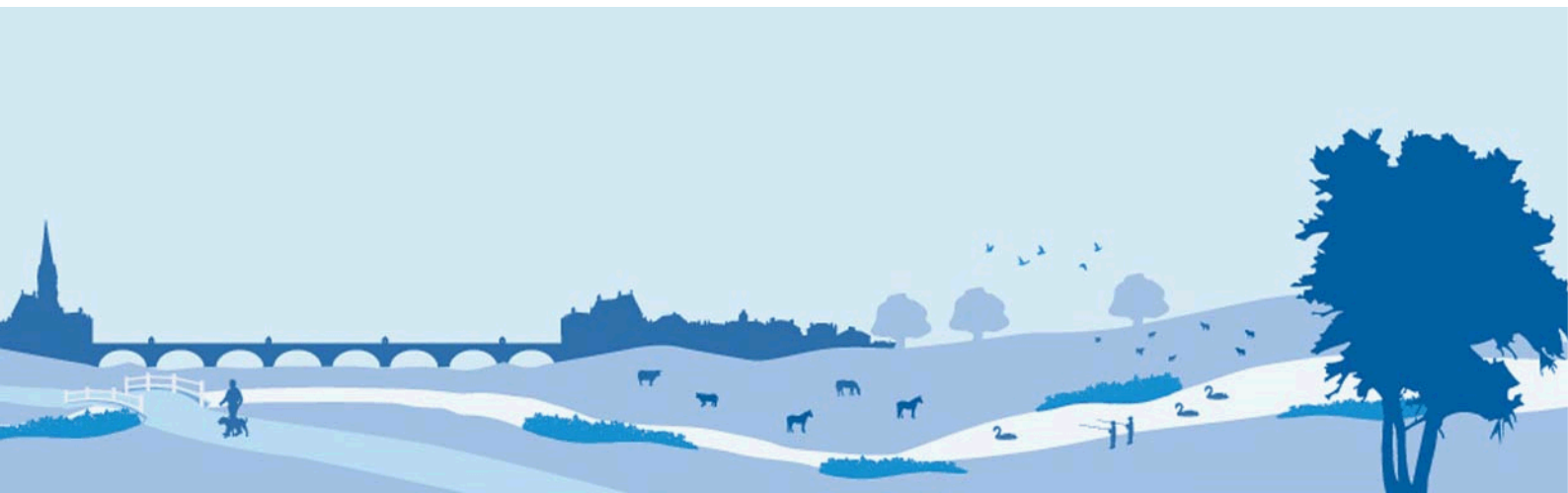
We are the navigation authority for the rivers Wye and Lugg.

Our vision for these rivers is to develop and promote appropriate navigation and recreational activities for all river users, whilst protecting, maintaining and enhancing the unique conservation status of the river.

Our key objectives are to:

- protect, maintain and enhance the unique conservation status of the waterway;
- manage, improve and enhance navigation opportunities for the waterway;
- protect the interests of those navigating and using the principal rivers;
- encourage the appropriate use and enjoyment of the waterway by walkers, anglers and other recreational users;
- promote better access and information for canoeists, rafters and small craft;
- review facility provision and service delivery on the Rivers Wye and Lugg;
- contribute to enhanced biodiversity, heritage and landscape value in the waterway;
- develop the health, economic and social benefits of navigation, to the advantage of everyone.

We will aim to achieve these objectives in an appropriately managed way that contributes to the outstanding qualities of these rivers, is socially inclusive, sustainable and protective of their environment.



3. The role continued

To help us achieve these aims we have a statutory advisory Committee, which draws representatives from a broad range of interests to advise us on our management of navigation.

To be the chair of our Committee you will need to be able to:

- chair meetings effectively and efficiently, bringing together all views and drawing out the full participation of all Committee members and Environment Agency officers to ensure balanced and constructive debate plus summarising conclusions and actions;
- understand and recognise our statutory duties and work within the terms of reference and the standing orders of the committee;
- recognise the expertise and knowledge of the members of the Committee, ensure all views are heard and that balanced advice provided. Provide leadership and personal skills necessary to enable the committee to work effectively;
- ensure that the Committee's Agenda is pre-planned and well balanced;
- be aware of wider public concerns and sensitive issues;
- develop good working relations with Environment Agency staff, whilst maintaining an independent view.

About you

We'd like you to be a seasoned, independent chair, with experience of working in a public role. As well as having a strong affinity with the work of the Environment Agency and a genuine interest in the local area, you'll share our commitment to helping everyone enjoy the River Wye.

Along with a good knowledge of navigation, water-related recreation, fisheries, and conservation issues, you'll be aware of – and sensitive to - public concerns. You're diplomatic and decisive, confident managing expectations and resolving conflict. You're also quick to develop strong working relationships with both committee members and Environment Agency staff.

It's important that you can commit to a minimum of two meetings a year (held during office hours), plus any ad hoc requirements. Please note that due the legal obligation to appoint a person who is independent of the Environment Agency's interests, this vacancy is not open to employees of the Environment Agency.



4. Further information

For further information please contact Lynn Bulbeck at lynn.bulbeck@environment-agency.gov.uk

The Environment Agency values a diverse workforce and welcomes applications from all sections of the community who wish to join a workforce which embraces difference and welcomes everyone.

We 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.

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.



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.

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.



5. How to apply continued

Equality and Diversity

We're committed to reflecting the communities we serve and we'd like you to tell us about yourself and your background.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done.

Please be aware that once you've submitted your application, with the exception of the 'Personal Details' section you will not be able to edit your application further. If you decide to withdraw your application, you will not be able to submit another application for the same vacancy.

If, at any stage, you have questions or problems, please contact the recruitment team on 0845 241 5350 or email ea_recruitment@sscl.gse.gov.uk

Setting up 'job alerts'

If you have been unsuccessful with your application you can set up email alerts for future vacancies. You will automatically receive an email when a job that matches your criteria becomes available. To do this simply click on '**create a new job alert**', enter your job criteria and save.

