

create a better place



Environmental Crime Officer – Major Investigation Room

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 Crime Officer – Major Investigation Room
Job location: Solihull, West Midlands (re-locating to central Birmingham after Feb 2020)
Date: 14/08/2019
Reference: 12290

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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: £27,572 (pro-rata - if part time or an assignment)

Location: Sapphire East, 50 Streetsbrook Road, Solihull B91 1QT
(Due to re-locate from February 2020 to Central Birmingham)

Hours of work: 37 hours FTE, Full time

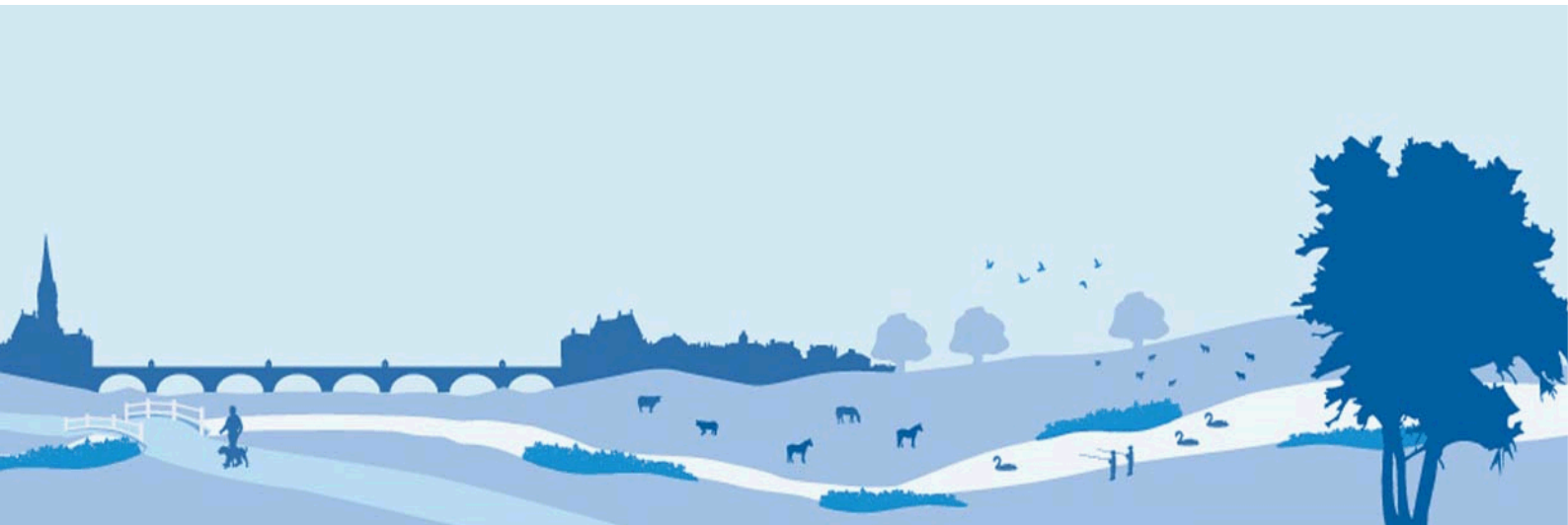
Leave entitlement: Your leave allowance in this role will be 25 days plus bank holidays (pro-rata - if part time or an assignment).

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. 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.

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.



2. Salary and benefits (continued)

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.

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.



3. The role

Our advert describes the day to day activities of the role, the team it operates within and the skills/experience we're looking for from applicants. This information should be read in conjunction with the job family role profile that we've provided.

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.

The role of Environmental Crime Officer in the Major Investigation Room fits into our National Enforcement Service job family at grade 4.

Please contact the Major Investigation Room Team Leader, Ashley Rose if you would like to discuss the role in more detail - ashley.rose@environment-agency.gov.uk
Mobile phone between 8am-4pm is 07789 618 113.

As an Environmental Crime Officer within the Environment Agency's Major Investigation Room at Solihull you will be part of a team performing a variety of roles, including the registering of documents, indexing material dealing with the management of exhibits, case building and preparing disclosure schedules under the provisions of the Criminal Procedures and Investigation Act 1996. As part of this team you will be responsible for investigating Organised Crime Groups who are primarily involved in the illegal deposit of waste on a large scale throughout England. Your actions will assist in creating a cleaner, safer and healthier environment as well as prosecuting offenders.

The Major Investigation Room currently consists of five team members and is part of the Environment Agency's National Enforcement Service which provides support through several disciplines which includes investigations, intelligence and prevention and disruption.

The Major Investigation Room utilizes the Powercase system where all information pertinent to a Major Investigation is gathered, documented and managed using a set of administrative procedures which enables the Senior Investigating Manager to direct and control the course of the enquiry.

There are several distinct roles within the Major Investigation Room that you will be expected to perform starting with the role of Indexer.

- Allocator/Receiver
- Indexer
- Exhibit Officer
- Disclosure Officer
- File Preparation



3. The role (continued)

On occasions you will be required to visit various Environment Agency offices to offer support and assistance to area based colleagues investigating serious and significant offences. A full UK Driving Licence will be required as on occasions you will be required to transport exhibits recovered from searches to secure storage.

What skills do you need?

As an Environmental Crime Officer in the Major Investigation Room you will be self-motivated and able to work with a minimum of supervision. You will need to:

- have exceptional organisational skills
- display excellent verbal and written communication skills
- show attention to detail when recording information to support the investigation
- deal with working under pressure and prioritise a varied workload
- integrate into a team, support and look out for colleagues
- demonstrate strong health, safety and wellbeing principles

Top capabilities

As part of the application and interview processes, we'll be looking for you to tell us how you:

- achieve results
- build and sustain relationships within team environment
- communicate effectively
- focus on efficiency, innovation and quality
- share good working practices
- show initiative and work with minimum supervision
- take decisions and solve problems

Please refer to the **Top Capabilities** document (attached to the vacancy) that describes our capability framework in further detail. The **How to Apply** section provides advice on how to complete your application.



3. The role (continued)

What experience do you need?

You will preferably have some knowledge of the workings of a Major Investigation Room, in particular performing the roles of Indexer, Exhibits and Disclosure. Research experience, IT Skills and filing would also be useful attributes. The successful candidate will also be afforded a mentor so that the required training and knowledge are provided.

What qualifications and knowledge do you need?

We are not seeking formal educational qualifications for this role in the Major Investigations Room, however you will need to be articulate and ideally have some knowledge and understanding of the following;

- the provisions and practical application of the Criminal Procedure and Investigations Act 1996
- exhibit continuity and management
- the Major Incident Room Standardised Administrative Procedures

As previously stated the successful candidate will also be afforded a mentor so that the required training and knowledge are provided.

What else do you need to know?

- The role is centrally based (in Solihull, West Midlands). On occasions travel will be required to other Environment Agency offices and overnight stays may occasionally be required but you will be given plenty of notice beforehand. It is anticipated that the Solihull office will be closing from February 2020 and the Major Investigation Room will be moving to new premises in Central Birmingham together with other Environment Agency departments.
- Many people within the Environment Agency support our incident management response (such as flooding). Full training is provided for this and you will be invited to find an incident role that suits should you wish to do so.



3. The role (continued)

Training and development

You will receive a mixture of development opportunities including e-learning and on-the-job training especially during your first six months probationary period.

Your learning and development doesn't stop once you have completed your probation; we continue to invest in ensuring you have the right skills to do your job by offering modular based development programmes linked to your role. With a strong focus on Continued Professional Development, you will be encouraged to take up to ten days every year to work on your own development. This could range from formal training to a shadowing opportunity in another department to attendance at a conference or being a mentor.

This strong emphasis on Continued Professional Development will include identifying your own opportunities as well as those for your team.

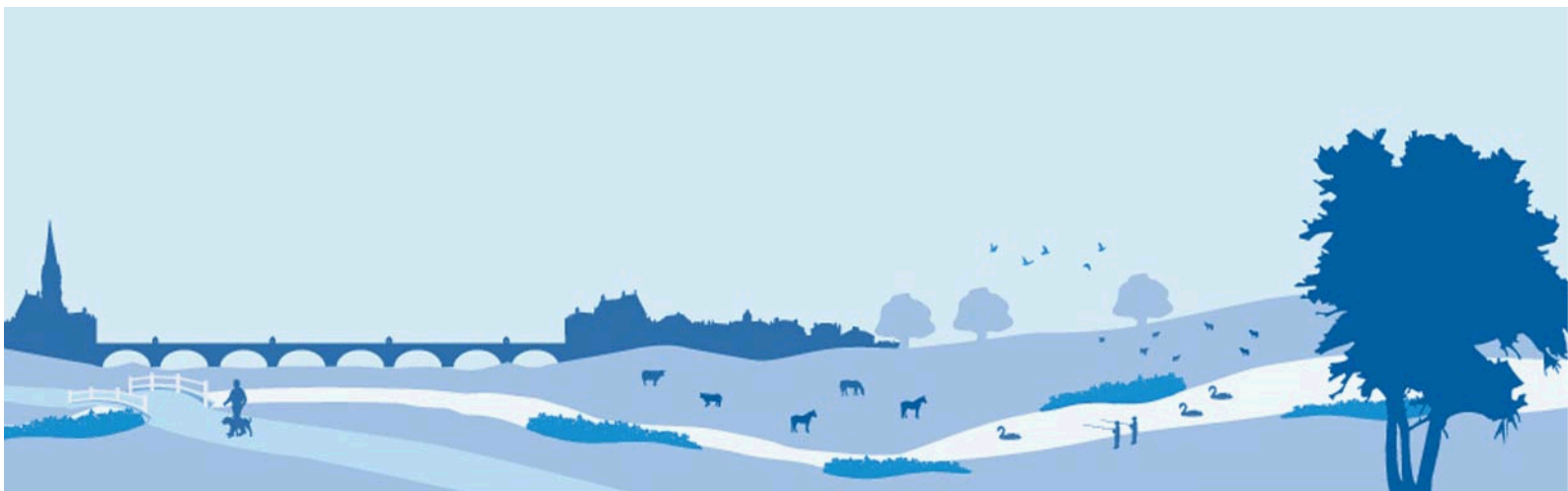
What will the initial training cover?

Typically the first six months will cover;

- an introduction to the Environment Agency
- bespoke HR systems
- health, safety and wellbeing
- legislation and regulation
- national enforcement structure
- knowledge of Business Plan and priorities

What will I achieve?

The training is all geared towards developing the ability to do something whilst actually doing it! Therefore the training process provides you with the opportunity to apply your acquired knowledge and demonstrate competence. The aim is to get you working comfortably as part of the Major Investigation Room team as soon as possible.



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.

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.



4. Further Information (continued)

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>

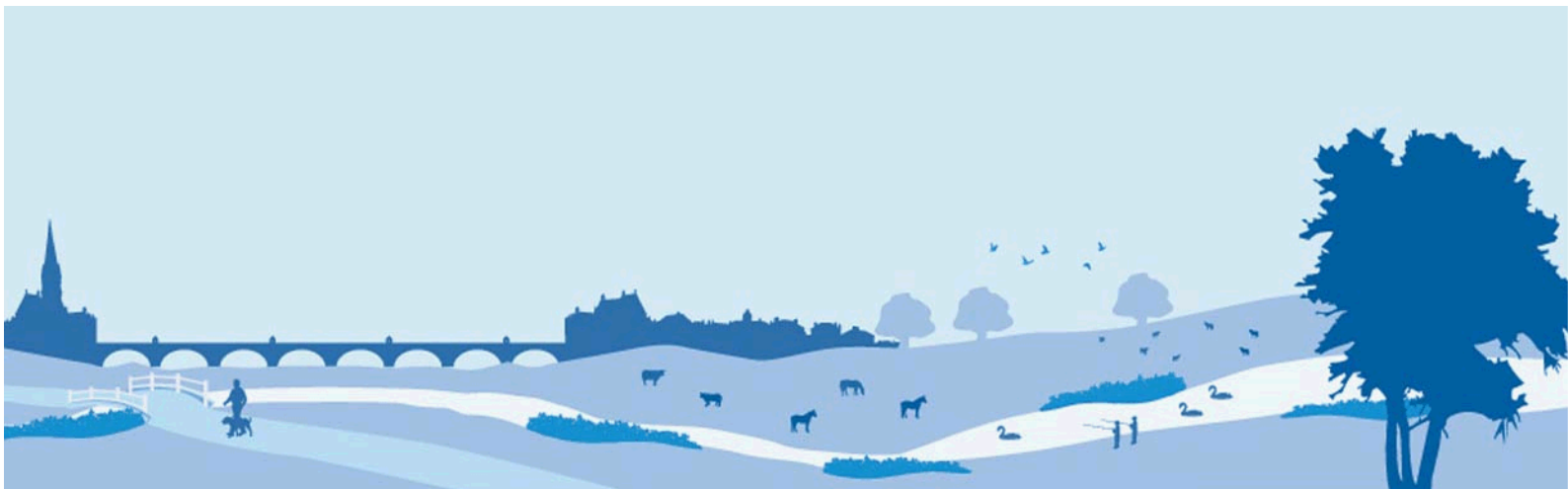


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5. How to apply

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

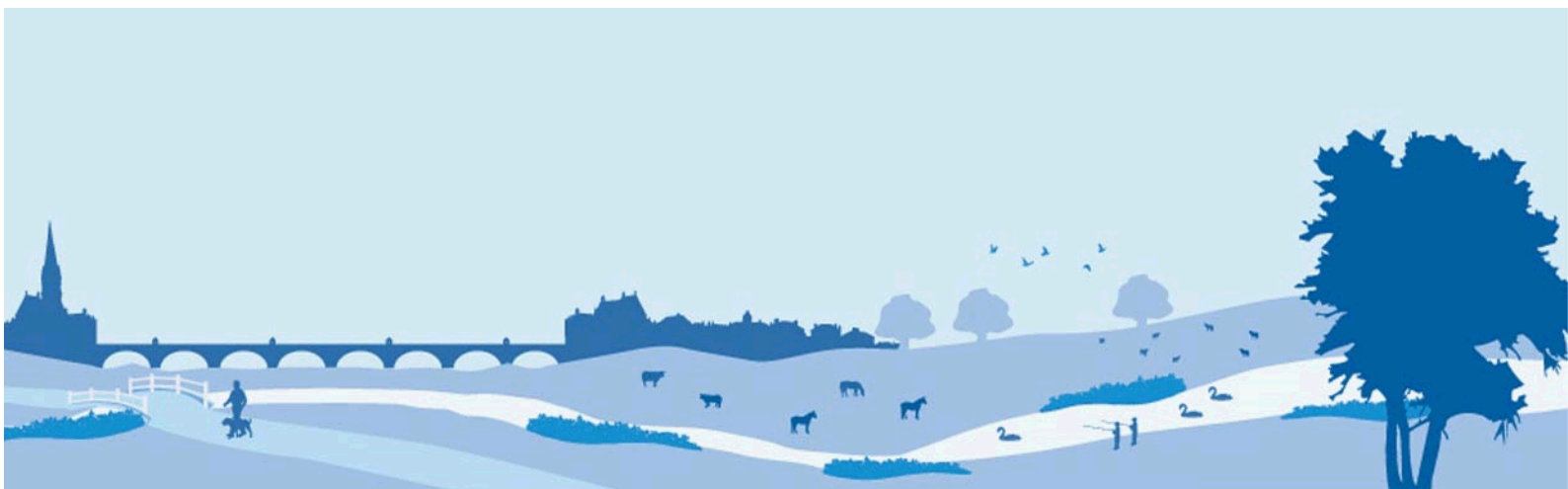
We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

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.