

create a better place



Flood and Coastal Risk Management Candidate Information Pack

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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, promoting sustainable land management and helping protect wildlife habitats. We also work closely with businesses to help them comply with environmental regulations. Close collaboration with government, local councils, businesses, civil society groups and communities allows us to make our environment a better place for everyone.

Of course, none of this would 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.environment-agency.gov.uk





2. Flood and Coastal Risk Management

At the Environment Agency, our Flood and Coastal Risk Management teams play a huge part in the work that we do, helping to protect against flooding and minimising the risks caused by any floods that do occur. Within FCRM sit our Area Operations teams: Partnership and Strategic Overview, Programme, Asset Performance and Flood Resilience. The work we do directly and in partnership with others reduces flood risk to communities.

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're prepared for any future flooding.

All our teams have a role in incident management when flooding occurs. These vary from:

- Going out to support communities at risk from flooding
- Working in the incident room when a flood occurs
- Helping to manage our response to flood risk and flooding

There are many opportunities for you to get involved with incident management. With 70% of incident management roles being office based, it's a unique and exciting opportunity to have a direct impact on your local community whilst up-skilling. You'll also be making an immediate impact upon people's lives in their hour of need.

We are passionate about employing people from all backgrounds that reflect the diverse communities we serve. Likewise, we respect family and caring responsibilities, religious practices and disabilities. We welcome applications from candidates seeking flexible working patterns, including job share and we also operate a Guaranteed Interview Scheme for candidates with a disability.

3. Flood and Coastal Risk Management in Yorkshire

The Environment Agency's Yorkshire Area covers 13,400 square kilometres. There are 7 cities within Yorkshire: York, Leeds, Hull, Sheffield, Bradford, Wakefield and Ripon. The Yorkshire area encompasses 4.7million people living in 2 million households and has 19 Local Authorities and 51 MPs.

The landscape includes ancient and modern landmarks and some of England's major rivers including the Ouse, Calder and Aire. We have some of the biggest flood defence structures outside London including the Foss and Humber barriers. In total flood defences reduce the risk to 319,000 properties, and nearly 240,000 homes and businesses could receive flood warnings.

Over the next 6 years there are programmed to be 222 projects costing £280 million - these will protect a further 127,000 houses in Yorkshire. We're out there every day looking for ways to manage the risk of flooding. We do this in many ways such as working with local communities to build awareness about protecting themselves; clearing rubbish from rivers; sending out flood warnings and building/maintaining flood defences.



4. Overview of teams

Partnership and Strategic Overview

Partnerships and Strategic Overview (PSO) teams develop the technical knowledge needed to deliver a strategic overview of flooding, providing compelling evidence to support our vital Flood Resilience work. We coordinate our relationship with other flood risk management authorities in our area including Lead Local Flood Authorities. PSO have the overview of how flood risk is being managed in their areas and will help other area teams and partner organisations plan future projects such as the creation of new flood defences. The team interprets data and flood mapping, works up projects, advises on any development that might be affected by flood risk and issue permits for work in or near rivers.

Programme

The programme team tracks spending, delivery and our performance in completing the programme of capital work to create new flood defences, repair and maintain these defences and our routine river maintenance. The team advises on the status of the programme, our risks and opportunities. This role is key to our understanding of a large programme delivered by a range of different teams. The team also supplies information to national teams and the Regional Flood and Coastal Committee or to briefs communities, politicians and partners on our progress.

Asset Performance

Our assets are a diverse range of flood defences, earth banks, walls, pumping stations, flood storage reservoirs, sluices and control structures. They need constant management, maintenance and replacement. Asset Performance identifies, plans and commissions work to a range of teams to deliver, from contractors to our own workforce. The team assesses our asset conditions, recording and managing that data to create programmes of work. Asset Performance talks directly with communities, landowners and partners informing and discussing the work we do with them. The team will plan the work so that it can be delivered safely, within budget and on time.

Flood Resilience

Our Flood Resilience Team works to ensure we are resilient and ready for incidents. The team maintains our rosters for emergency work, co-ordinates training and exercises, maintains our incident room and supports our incident staff to do their job. The Flood Resilience Team work with communities at risk from flooding by maintaining our flood warning systems, answering enquiries and providing advice to communities on what to do before, during and after flooding. When we are building new flood defence schemes or in areas affected by flooding, FRT will work with the communities to ensure they are prepared. The team also works with our partners in the emergency services and others to ensure we all pull together for the best response.

Customers and Engagement

Our Yorkshire Customers and Engagement team advocates customer service across the local area. We support the business by managing relationships with local authorities, MPs and the general public. During flooding incidents we also help get the right messages out to our customers – the people of Yorkshire. We ensure that we respond to all enquiries in accordance with legislation (e.g. Freedom of Information and Environmental Information Regulations) and our Customer Commitment, which provides a challenging and dynamic pace of work. We ensure that we effectively manage our reputation as a transparent and accountable organisation that listens and responds to our customers in a timely and informative manner.

Communications

The Communications Team provides internal and external communications services for the Yorkshire area. We support the business by developing, implementing and evaluating communications plans to help support the delivery of national and area priorities and outcomes. We also work with colleagues nationally to deliver these pieces of work. Along with planning and delivering proactive communications work, the team ensures an effective response to reactive work, such as media enquiries and responding to flooding incidents. They also maintain and enhance existing internal communications channels to meet area needs.



5. Roles available

Job title	Grade rate	Contract type	Location	Vacancy ref
Partnership and Strategic Overview team				
Strategic Projects and Partnerships Manager	£43,344	Permanent	Leeds or York	3670
Senior Strategic Projects and Partnerships Advisor	£43,344	Range of permanent and fixed term contract	Leeds or York	3669
Strategic Projects and Partnerships Advisor	£33,990	Range of permanent and fixed term contract	Leeds or York	3667
Asset Performance team				
Flood Risk Team Leader - Asset Maintenance & Management	£33,990	Permanent	Leeds or York	3677
Flood Risk Engineer - Asset Maintenance & Management	£33,990	Permanent	Leeds, York or Beverley	3676
Flood Resilience team				
Community Engagement Advisor – Flood Risk Management	£33,990	Permanent	Leeds or York	3673
Programme team				
Project Manager - Flood Risk Management	£33,990	Range of permanent and fixed term contract	Leeds	3660
Customers and Engagement team				
Customer Engagement & Information Team Leader	£33,990	Permanent	Leeds	3661
Customer Engagement & Information Specialist	£33,990	Permanent	Leeds	3666
Customer Engagement & Information Officer	£26,869	Permanent	Leeds	3668
Customer Engagement Support Officer	£22,211	Permanent	Leeds	3672
Communications team				
Communications & PR Specialist	£33,990	12 month fixed term contract	Leeds	3675

6. Salary and benefits

Grade rates:	Grade 3: £22,211, Grade 4: £26,869, Grade 5: £33,990, Grade 6: £43,344 - pro-rata if part time
Hours of work:	37 hours per week (less if part time)
Leave entitlement:	<p>Your annual leave allowance will be 25 days plus bank holidays for Grade 3 and Grade 4 posts, and 27 days plus bank holidays for Grade 5 and Grade 6 posts (pro-rata if part time).</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 from 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 genuinely 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 the Environment Agency as a great place to work. Diversity: it's in our nature.



7. Further information

As a national team with work and customers across England, in some of our roles you may be asked to undertake infrequent national travel usually to London, Bristol or Birmingham.

We are fully committed to having an inclusive workforce to reflect the communities we serve. We welcome applications from candidates seeking flexible working patterns, including job share. Please highlight any information regarding preferred flexible working arrangements on your application form.

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.

If you require further information please contact YorkshireRecruitment@ea.gov.uk.

8. 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.

Competency questions

We're keen to know what makes you right for the job you're applying for and why we should invite you for an interview. The competency 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 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, what your involvement was and what the final outcome was. Please bear in mind that there is a 250 word limit per competence, so concise and relevant detail is crucial – make every word count. If you're struggling, research the STAR technique.

This is a **really** important part of the selection process so make sure you dedicate enough time to this part of the application form. Think about what we need to know about you and what you can bring to the role and our organisation.

Application questions

For some roles, we'll ask you some specific questions, for example 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 passionately committed to reflecting the diverse communities we serve and we'd like you to tell us about yourself and your background. This will help us improve our future recruitment campaigns to ensure we are attracting a diverse range of applicants.

Submitting your application

Once completed, 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.

Job alerts

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.

