

create a better place



East Anglia Career Entry Apprenticeships 2022

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: Data Analyst, Associate Project Manager, Environmental Practitioner Degree

Job location: East Anglia

Date: April 2022

Reference: Vacancy 22196 - Data Analyst Apprenticeship (Level 4)

Vacancy 22195 - Associate Project Manager Apprenticeship (Level 4)

Vacancy 22193 - Environmental Practitioner Degree Apprenticeship (Level 6)

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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

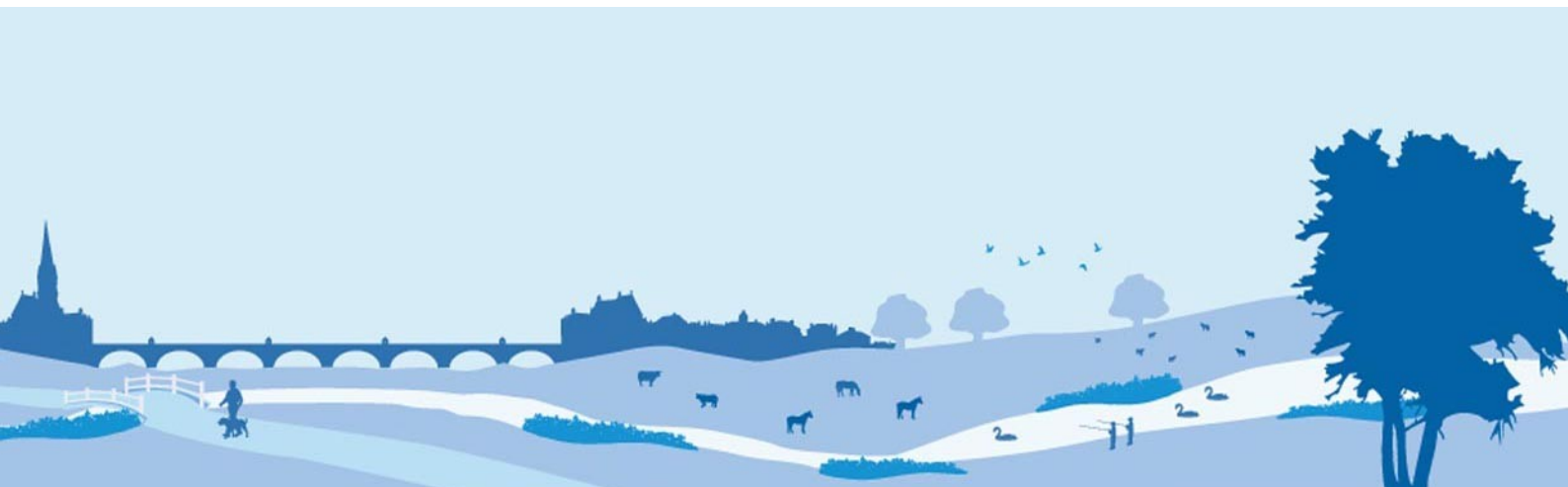
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

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

Grade Rate:	Various see table for details
Location:	East Anglia (Bedford, Brampton, Colchester, Chelmsford, Ely, Ipswich, Norwich)
Hours of work:	37 hours
Leave entitlement:	<p>Your leave allowance in this role will be 25 days or equivalent, depending on 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. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.</p> <p>We 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 19%, so this is a very generous scheme.</p>



2. Salary and benefits continued

Work/life balance:

We support flexible working hours and practices, including job share 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 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.

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 role

Eligibility Criteria To be eligible for these vacancies you must meet any criteria stipulated in the advert and candidate pack. The qualification requirements for each apprenticeship are shown below, but for all apprenticeships you must:

- Be aged 16 years or above when you start employment. (There is no upper age limit)
- Have been resident in the UK/EU/EAA for three consecutive years prior to your employment starting with us
- Not be in receipt of higher education funding for any other academic qualifications
- Live in England when you start your employment

In addition, it is essential that the apprenticeship you apply for, provides you with substantive new skills and learning and be materially different to any other qualification you hold, or any other training you have undertaken. This is important. If you already hold a similar qualification or are already experienced in these types of roles, you will not be eligible.

Job Title	Starting Salary	Locations	Vacancy Reference	Contracts Available
Data Analyst	£20,150			4 permanent roles

Apprenticeship (Level 4) Grade 4	On completion of the apprenticeship salary will increase to £28,785	Bedford, Brampton, Colchester, Chelmsford, Ely, Ipswich, Norwich	Ref 22196	Apprenticeship of 24 months included within permanent employment.
Associate Project Manager (Level 4) Grade 4	£20,150 On completion of the apprenticeship salary will increase to £28,785		Ref 22195	4 permanent roles Apprenticeship of 24 months included within permanent employment.
Environmental Practitioner Degree Apprenticeship (Level 6) Grade 3	£19,370 On completion of the apprenticeship salary will increase to £24,213		Ref 22193	14 roles Apprenticeship of 60 months included within permanent employment

Data Analyst Apprenticeship (Level 4) - 22196 – Business Services job family at Grade 4

A data analyst will be responsible for working with data within the Environment Agency. You would collate, interpret and analyse data to support the decisions we make.

The type of roles that a Data Analyst Apprenticeship could lead to in the Environment Agency include:

- Flood Risk Modelling – deliver new cutting edge flood models, examine and evidence the impacts of proposed flood protection schemes
- Flood Risk Data Analyst – utilise mapping / GIS skills to make live changes to Flood Mapping Products and inform the location of housing and other development, capture live data from flood events & provide data during flood incidents to emergency services
- Project Delivery – manage projects to produce new flood data

Experience is not as important as your enthusiasm and commitment, but you must be confident using numbers. You will have access to both training and support to develop your abilities whilst in the role.

What is important is that you have good attention to detail and would enjoy generating, analysing and understanding the data to establish what it tells us. For this you'll need a good mathematical understanding.

You'll also need;

- Experience using Excel with a willingness to learn to use databases and geographical information systems
- Good verbal and written communication skills.
- Effective planning skills with the ability to prioritise and deliver to tight deadlines
- Decision making skills, based on data and evidence
- A Level Maths (Grade A – C)

For more information about this apprenticeship standard >

<https://www.instituteforapprenticeships.org/apprenticeship-standards/data-analyst-v1-1>

Associate Project Manager Apprenticeship (Level 4) - 22195 – Business Services job family at Grade 4

An associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost and works with the project team to achieve the required outcomes.

Within the Environment Agency projects could include managing the design and installation of a small flood barrier, being part of a team looking at large flood prevention scheme to protect people and businesses. You could be decommissioning (removing) an old flood structure or supporting a habitat improvement scheme.

The type of roles that an Associate Project Manager Apprenticeship could lead to in the Environment Agency include:

- **FCRM Project Development Officer** – develop a huge range of different types of projects as part of our £5.2bn programme to improve our community's resilience to flooding. This could involve hard infrastructure, nature based solutions of individual property protection and could involve working with a wide range of different partner organisations and communities
- **Project Manager** – with project management skills you could choose to join our national project management team from which you could provide project support to a wide range of different EA led projects, focussed on flood resilience or environment enhancement working with voluntary partner organisations

You need have good planning, organisational and communication skills.

You will be someone with a genuine interest in getting things done and be passionate about creating a better place for people and wildlife. You will be flexible in your approach and have determination to make positive change happen.

We want applicants who;

- are responsible and organised
- can manage the competing demands of work responsibilities and study
- communicate well
- work well in teams
- achieve results

Qualifications

5 GCSE's A*- C (or equivalent) including Maths and English

Have achieved (or expected to achieve) 96 UCAS points from a minimum of two A Levels or equivalent Level 3 qualifications. Alternatively, BTEC Extended Diploma with grades MMM or BTEC Diploma with grades DD.

On successful completion of the Associate Project Manager Apprenticeship, there may be opportunity to complete the Project Manager Degree Apprenticeship.

<http://www.gov.uk/environment-agency>

For more information about this apprenticeship standard >

<https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/>

Environmental Practitioner Degree Apprenticeship (Level 6) - 22193 – Environment and Regulation job family at Grade 3

The Environmental Practitioners Degree Apprenticeship is an opportunity to gain a broad experience of the different ways we create a better place for people, wildlife and the environment whilst studying for a recognised degree level qualification.

The apprenticeship will enable you to study a wide range of Environmental Science based subjects including physical geography and environmental hazards, digital earth, design & management of environmental projects, ecology, conservation and climate change.

Whilst the work element of the Environmental Practitioner Degree Apprenticeship will give you a broad experience of different areas of the Environment Agency's work through rotation around multiple teams. These will sit alongside the learning element of the apprenticeship enabling you to gain an understanding of the wide-ranging work we do and help you plan where you might like to take the next steps of your career with us.

The type of roles that an Environmental Practitioner Degree Apprenticeship could lead to in the Environment Agency include:

- Environment Officer (regulating water, waste and agricultural industries)
- Water Resources Officer (working with partners to deliver most sustainable water resource management)
- Water Quality Officer (working with others to identify opportunities for improved water quality)

This is such a broad degree programme that it could lead you to a large number of roles within the Environment Agency as you begin to identify the area that you may wish to specialise in.

But overall you will be someone with a genuine interest in science and the environment and be passionate about creating a better place for people and wildlife and to help us tackle the climate emergency. You will be flexible in your approach and have determination to make positive change happen.

We want applicants who:

- are responsible and organised
- can manage the competing demands of work responsibilities and university study
- communicate well
- work well in teams
- achieve results
- have 5 GCSE's A*- C (or equivalent) including Maths and English

- Have achieved (or expected to achieve) 96 UCAS points from a minimum of two A Levels or equivalent Level 3 qualifications. Alternatively, BTEC Extended Diploma with grades MMM or BTEC Diploma with grades DD.

For more information about this apprenticeship standard:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/environmental-practitioner-degree/>

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. 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.

Please contact the National Workforce Co-ordination team, Eanwc@environment-agency.gov.uk if you would like to discuss the role in more detail.

Capabilities for 2022 Career Entry Campaign			
Capability	Capability Type	Definition	Indicators
Achieves Results	Personal Effectiveness	Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results	<ul style="list-style-type: none"> • Maximises work output by setting goals and priorities tracking and measuring outcomes and taking swift remedial action when necessary • Can be relied upon to regularly exceed goals agreed • Is tenacious and perseveres when others might give up and by doing so achieves the desired results • Anticipates forth-coming issues and adjusts actions as necessary. • Willing to put in extra effort to meet urgent deadlines when required; shows dedication and commitment; "goes the extra mile" • Is resilient and performs well under pressure; responds positively to setbacks and develops alternative action
Manages Self	Personal Effectiveness	Has full awareness of own strengths, weaknesses, impact and approach. Effectively organises self and takes personal responsibility for own role in the Environment Agency.	<ul style="list-style-type: none"> • Recognises strengths, weaknesses and limits of own expertise. Seeks and acts on feedback from others, recognising when to seek support. • Takes responsibility for addressing own performance and developmental needs to enhance skills, personal contribution and career prospects. • Is flexible and able to adapt to changing situations and to a variety of individual styles. • Manages own emotions and is resilient in a range of complex and demanding situations. • Maintains and encourages a positive and enthusiastic outlook for what the Environment Agency is aiming to achieve, especially in times of difficulty. • Prioritises and schedules activities to make effective use of time • Plans work in advance by thinking through the action necessary to complete tasks to deadlines; adjusts plans as necessary.
Works in Teams	Personal Effectiveness	Works co-operatively as part of a team to achieve common goals.	<ul style="list-style-type: none"> • Identifies opportunities to work and build relationships with other team members. • Builds relationships between own team and other teams. • Supports the line manager in developing the team and gives constructive feedback to line manager.

			<ul style="list-style-type: none"> • Effectively helps others to resolve conflict or tension. • Actively involves themselves and participates in team activities. • Identifies personally with the team and speaks positively about it. • Balances personal and local team needs with those of the larger team; acts in the best interests of all wherever possible.
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Location

East Anglia Area of the Environment Agency covers the counties of Norfolk, Suffolk, Essex, Cambridgeshire and Bedfordshire.

You'll be based at an Environment Agency office in East Anglia which will be agreed with successful candidates. However, we are adopting new ways of working which allows some flexibility to work from home.

We have offices in Bedford, Brampton, Colchester, Chelmsford, Ely, Ipswich, Norwich.

Testimonials – Environmental Practitioner Degree Apprentices

Environmental Practitioner Degree Apprentices

Shea decided on an apprenticeship because he values hands-on experience and putting theory he learns into practice. He believes that blending education with his day-to-day work has helped him learn faster. The thing that fires him up most every day is knowing that his role is helping to save the environment.

“I took the opportunity of starting a role that would make a difference. Having grown up in an era where environmental protection featured more and more in the news and throughout society, I knew that it was partly my responsibility to take control and make a real change.”

Project Support Officer “I’ve always enjoyed work over college. I’m more motivated to achieve when putting skills into action. The Environment Agency offered an opportunity to explore business while gaining a qualification. I seized this opportunity along with the great work life balance the Environment Agency provides. The apprenticeship allowed me to progress in the areas of business I enjoyed most. As such, alongside my apprenticeship, I gained experience in project management. After completion of my apprenticeship, I secured a position supporting projects in a Project Management Office. I enjoyed my first apprenticeship with the Environment Agency so much I am now embarking on the first stage of a project management degree level apprenticeship in my current team. The time and energy the Environment Agency and my teams are willing to give for me to succeed is exceptional. I’d recommend an apprenticeship with us for any career.”



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.

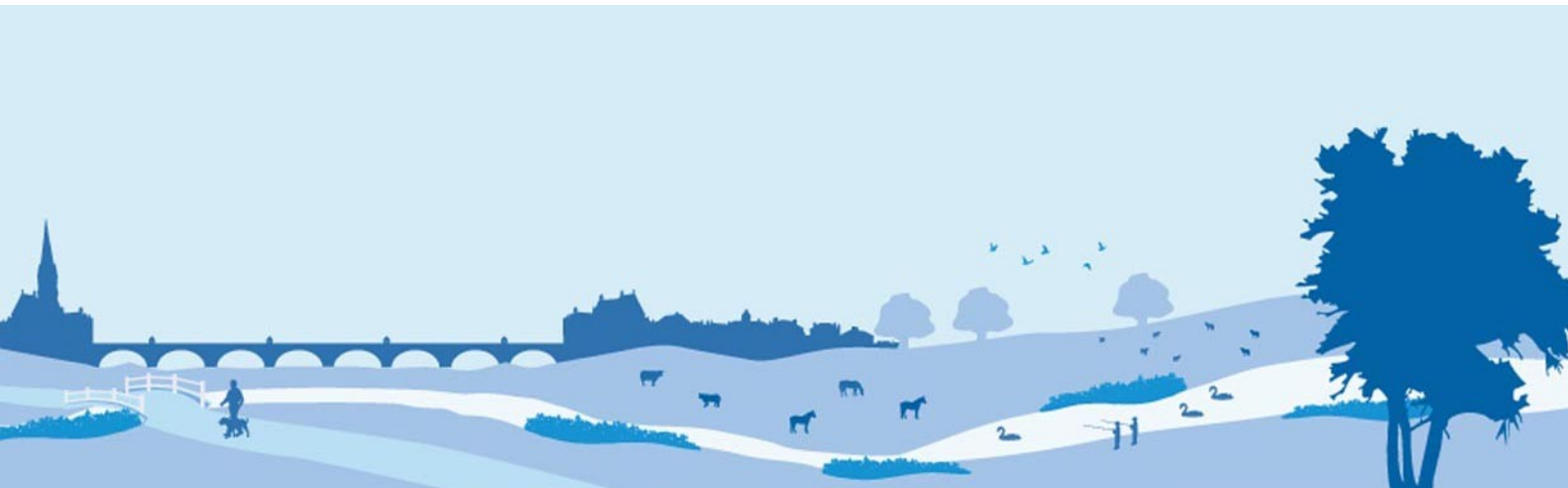
Eligibility to apply and continuity of employment

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>

You can also visit our careers site at <https://environmentagencycareers.co.uk>





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:

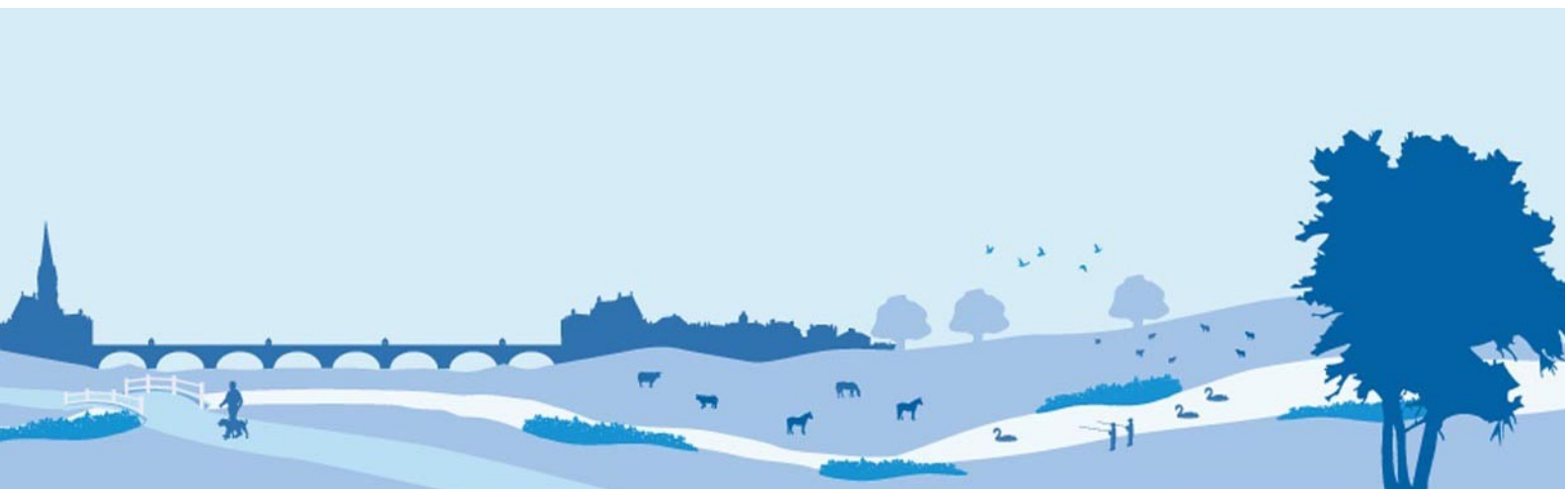
- Do you have the right to live and work in the UK?
- Do you have the required qualifications or equivalent experience, which were stated in the job advert?
- Are you currently an employee of this organisation?

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.

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.

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.

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

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	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p>Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p>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.</p> <p>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</p> <p>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p>Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p>Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.</p> <p>Examination Leave Paid leave for exams and revision for approved studies.</p> <p>Professional subscriptions We will pay the membership fees for one relevant professional association.</p>	<p>Flexible Working Flexible working patterns including job share.</p> <p>Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs</p> <p>Local Benefits These vary from region to region.</p>	<p>Interest Free Loans For season tickets, bicycles and safety equipment.</p> <p>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.</p> <p>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.</p> <p>Tenancy deposit loan scheme Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Relocation Assistance Free Car Parking</p>