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Deputy Director Incident Management and Resilience Readiness and Response 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: Deputy Director Incident Management and Resilience Readiness and Response
Job location: Various
Closing date: 9 June 2019
Reference: 125331

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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: Starting salary £68,000

Location: Various

Hours of work: 37 hours per week, 12 month assignment or fixed term contract

Leave entitlement: Your leave allowance in this role will be 27 days plus bank holidays (pro-rata - if part time or an assignment).

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.

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. Whilst you are in the scheme we will pay an employer contribution into your pension pot. We currently pay 18.5%, so this is a very generous scheme.



2. Salary and benefits continued

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 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

Role

The Environment Agency (EA) aims to be a professional, trusted, emergency responder helping people, businesses and the environment to be more resilient to natural threats and environmental hazards. Are you keen to be part of a team that works together to help the EA deliver on this outcome?

This role is critical for the Incident Management and Resilience department, responsible for ensuring the 24/7 operation of the Environment Agency through the National Incident Room and the joint Met Office/EA Flood Forecasting Centre (FFC) ensuring the forecasting service operates sustainably and effectively.

The Deputy Director Readiness and Response leads the teams that ensure we are ready to respond and operate effectively at all times in our incident response and to meet our responsibilities as a category one responder. Core elements of the role include managing the readiness and operation of the National Incident Room in Horizon House Bristol, national and local forecasting centres, and specialist teams. You will be responsible for providing a national response capability for specific roles including national forecasting (i.e. Flood Forecasting Centre) and other national specialist teams (e.g. Air Quality monitoring) and ensuring the health, safety and wellbeing of our response staff. As a senior leader in the Operations Directorate you will also be required to ensure the successful delivery and monitoring of on-going performance, developing and motivating operational teams to deliver results on time, to required quality standards and cost, fulfilling the business plan and achieving environmental outcomes.

You will be required to provide leadership to a range of incident response roles at national and area level and advise on procedures and rosters.

A core part of the role will be liaison with Met Office and Defra shared services to ensure support services are part of our overall incident procedures and business continuity response procedures.

You will be responsible for leading a team of approximately 40 people. The team is comprised of specialists in flood forecasting and incident management professionals who provide a critical service in ensuring that the Environment Agency meets its responsibilities as a category one responder.

Principal accountabilities

- Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.
- Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.
- Originate, champion and lead on initiatives for change to deliver efficient systems and support & improve business delivery.
- Identify and manage operational risk to the delivery of the business plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.
- Lead, develop and motivate operational teams to deliver results on time, to required quality standards and cost, to fulfil the business plan and achieve environmental outcomes.
- Plan, monitor, control and realign resources to maximise their efficient and effective use and ensure objectives are completed to required standards.

The role location is preferably Exeter or Bristol due to the nature of the role requiring access to both the Flood Forecasting Centre and the National Incident Room. There will also be significant responsibilities outside of normal working hours.

The role demands excellent communication skills with a level of diplomacy commensurate with a high profile role in public policy and relationship management. This role will lead the interface between central Government, the Met Office and EA Directorate staff and area specialists.



3. The role continued

Knowledge/Qualifications

Educated to degree level or equivalent, or able to demonstrate comparable technical know-how in a relevant subject.

Skills/Abilities/Experience

- Experience of leading and managing multi-disciplinary teams
- Experience in evaluating risks and potential mitigation options
- Experience of delegating management activities through senior direct reports
- Experience of leading and influencing government and other expert / technical organisations
- Experience of communicating effectively within a large complex organisation.
- Experience of project appraisal, assurance and delivery



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.

The role will require national travel on a regular basis.

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.



4. Further information continued

Eligibility to apply and continuity of employment cont.

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.

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>





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.

Please note –

You must up load your CV and covering letter as one document/file on the recruitment system (do not submit them as separate documents).

Applicants should attach documents in one of the following formats:

- .doc
- .docx
- .pdf

A .dotx file it is not a recognised format and therefore will not be visible for sifting.

Curriculum Vitae

Your CV should be of no more than three A4 pages in length. It should be tailored to the requirements of the post and include details on your current and most recent role, skills, experience, notice period and salary.

Covering Letter

Your covering letter should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role around the following capabilities, which are:

- Delivers results through others – Harnesses the team to deliver results on time, to required standards and in line with organisational processes and procedures.
- Incident Planning - Undertakes strategic plans for the Agency's response to incidents and ensuring Environment Agency staff are effectively prepared.

- Leads People - Provides leadership that inspires and motivates others to achieve their personal goals and the goals of the Environment Agency
- Communicates Effectively - Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing.
- Builds and sustains relationships - Develops and maintains effective working relationships

Anonymity

Please note that in order to maintain anonymity during the shortlisting process, it is very important that you do not include any personal details on your CV or covering letter which could identify you. The aim at this stage is for your application to be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

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.