

create a better place



# Permitting Officer

## Candidate Information Pack

Please consider the environment and only print this document if you really need to.

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

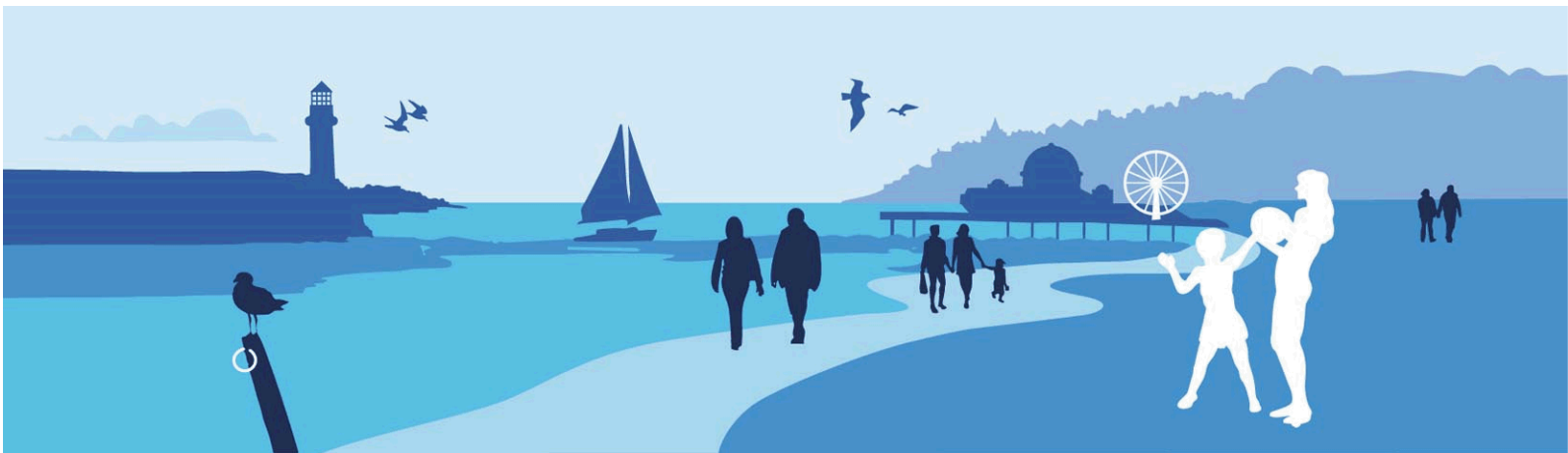


**Job title: Permitting Officer**  
**Job location: Nottingham**  
**Date: July 2019**  
**Reference: 11410**

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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](http://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:** Trentside Offices, Scarrington Road, Nottingham, NG2 5FA

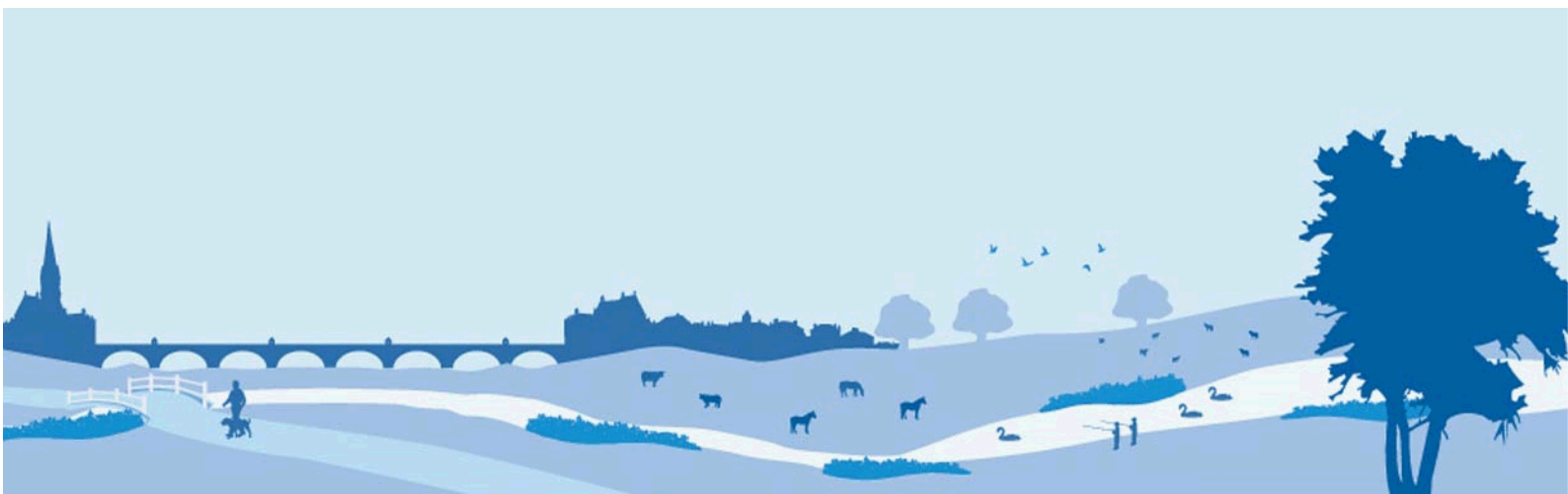
**Hours of work:** 37 hours FTE, permanent

**Leave entitlement:** Your leave allowance in this role will be 25 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. 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.



## 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.

### **Tenancy deposit loan:**

Our Tenancy deposit loan scheme assists permanent employees and individuals employed directly by the Environment Agency on a Fixed Term Contract of more than 3 months, to cover 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 and can be paid back over a period of up to 12 months (or by the end of your fixed term contract, if you are employed for less than 12 months), directly from your monthly salary.



## 3. The role

### Role

Being a Permitting Officer is one of the most important roles at the Environment Agency. As a Permitting Officer, you will assess applications for a range of environmental permits located across the country, carrying out technical assessments according to Environment Agency processes and regulatory obligations. By setting appropriate standards during the permitting process, you will enable businesses to operate while protecting and improving air, water and land quality.

Your role will involve working in multidisciplinary areas of the environment including: recycling facilities, inert landfills, waste transfer, metals and aggregates processing sites. You will carry out environmental investigation and assessments on the impacts of these sites on their surrounding environment which include; European and locally protected species and habitats, ground and surface water, human receptors and air pollution. Other areas of work include learning the technical processes of waste treatment and handling and how facilities mitigate risk to the environment through management plans and risk assessments. The opportunity to specialise as you go along is encouraged on all the above depending on your interests, learning and skills.

You'll pro-actively manage your own workload, seeking support and escalating issues as appropriate, to deliver high quality environmental permitting decisions to tight deadlines. To achieve this, you'll have excellent interpersonal skills to develop and maintain excellent working relationships with internal and external customers. You must be prepared to have challenging conversations with your customers and be able to clearly explain your decisions. You'll also provide mentoring and coaching support to others.

In exchange for your hard work, you'll have the opportunity to further develop your skills, expertise and career in this fast-paced environment, for example by taking on a lead role or getting involved in project work, such as a permit review programme.

The role is office based, although you may be required to travel occasionally to attend meetings, training and site visits.



## 3. The role continued

### Knowledge/Qualifications

- Technical knowledge of at least one of the following: waste treatment and transfer of inert, non-hazardous and hazardous waste, end of life vehicles, metals, and permanent deposits of waste to land, noise, odour, dust, habitats, fire prevention plans.
- Experience in environmental management and environmental risk assessment;
- Ideally you will be educated to degree level in a science or humanities subject or equivalent, or hold 2 or 3 A level standard qualifications (at least one science based subject).

### Skills/Abilities/Experience

#### What skills do you need?

As a Permitting Officer, you will need a number of key skills and personal characteristics. You'll need to be able to:

- Make sound and timely decisions
- Work independently when required
- Organise your workload
- Adapt your behaviour and communication style to different people and situations
- Build strong relationships with a diverse range of people
- Mentor and coach others
- Be computer literate

#### What experience do you need?

It is not essential that you have experience of environmental permitting. However, you should have some experience in environmental management and environmental risk assessment. You would ideally also be (or be working towards becoming) a chartered member of a relevant environmental institute or (for Environment Agency staff only) a Practising Environmental Regulator. We also value experience in a customer-focussed role, where you have had to have difficult conversations with others.

## Top capabilities

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

- Achieve results
- Take decisions and solve problems
- Focus on customers and partners
- Coaches others

Please refer to the Capability Dictionary appended to this candidate pack, for further information

# Training and development

At the Environment Agency, it is fundamental to our success that our staff have the appropriate knowledge and understanding in order to effectively deliver our work. We will therefore invest significantly in providing you with excellent training opportunities.

Our training and development programme has been designed to ensure that you develop and maintain a good understanding of Environmental Permitting Regulations and further develop your personal effectiveness skills. You will develop your technical knowledge by receiving training in areas of permitting specialism, relating to different activities and sectors within Waste and Installations. You will undertake appropriate technical assessments of Environmental Permits, mostly independently but occasionally with support. As you gain more knowledge and experience, you may get the opportunity to assist other teams to support your professional development, or if required by the business need.

## What will the training be like?

The training will be a combination of:

- On the job training, computer based learning and formal classroom sessions;
- In-house training sessions, for small groups delivered by technical leads to address newly-emerging priority work areas;
- Coaching and mentoring from other staff, to assist you in determining applications for activities or sectors which are more complex than previously experienced; and
- Structured site visits with compliance officers to observe permitted activities 'in the field'.

This training process provides you with an overview - a platform for you to build your knowledge upon using live Environmental Permit applications.

## Training Journey

### Initial Training

In the first few weeks you will receive a condensed training package, providing an overview of the following:

- Our Permitting process
- Environmental Permitting Regulations
- Environmental risk management
- Records management and data protection
- Incident response
- Health, safety and wellbeing

### Continuous Professional Development

Your learning certainly doesn't stop upon completion of the initial training – you are only just getting started! You will learn a huge amount by continuing to work on Environmental Permit applications as no two are ever the same.

There is no prescriptive program for what a Permitting Officer is taught after they complete the introductory training. Your learning will be somewhat influenced by the work that we are requested to deliver by our customers. We need to make sure that we are best able to deliver a service that exceeds the needs of our customers and that our staff have the required technical skills to help us achieve our potential and maximise our productivity.

We strongly encourage our officers to be proactive in developing themselves. You may come into the role with a broad overview of several knowledge areas, but there will be plenty of opportunities for you to specialise (according to your interest or your ever-developing work experience). Even if you are a specialist already, there is always opportunity for you to diversify as we deal with such a huge range of technical areas.

### **What will Continuous Professional Development be like?**

This training will help you develop your knowledge on a variety of technical areas, which you will apply to your permit determinations. Your development will be structured through the following tools:

- A Technical Development Framework (TDF), which enables you to track and plan your development journey. TDFs take the high level technical capabilities for your job and describe the specific technical activities, tasks and indicators relevant to your role at each competency level. Progression through the TDF represents your developing skills and knowledge.
- Achieving 'Practising Environmental Regulator (PER)' status, for officers who meet a prescribed level of capability within the TDF. This title is endorsed by industry certification bodies.
- Alternatively, you can apply for Chartered Status if you meet the criteria for your relevant Professional Body. You will benefit from the EA paying for your annual subscription to your one chosen Chartered Professional Body.

This is a demanding but rewarding training and development programme, in which there is always more opportunity to learn. To succeed you will need to be self-motivated and take active ownership of your personal learning and development.

### **What will I achieve?**

As a Permitting Officer you will issue and maintain permits some of which will be complex and sometimes contentious, to protect the environment and support economic growth. You will also work with internal and external customers to assist in providing pre-application advice, whilst enhancing the Environment Agency's reputation.

### **Opportunities for career progression**

Career progression opportunities are good for Permitting Officers. In the past they have developed their technical knowledge sufficiently to progress to a Senior Permitting Officer role. Alternatively, you may be interested in a role outside of NPS, in an area team (focussing on regulation) or in a national team, setting the standards for NPS and area alike. There is also the option to move into a management role.

## Is this the right career for you?

The Permitting Officer role is varied and demanding, but it is very rewarding too. As with all jobs, some people are better suited to the role than others.

To help you decide if this is the right career for you, we've put together a few examples of situations that you might find yourself in as a Permitting Officer. You won't encounter these types of situations every single day, of course. An honest description of the role and tasks will help you to decide if it is something you'll enjoy doing. If you are not sure whether the job is really for you, ask yourself – and be honest – about how you would react to these situations having received the relevant training and development.

- You do not have sufficient information to progress a permit application despite already requesting further information from the applicant. You know that the applicant has been waiting a long time and needs the permit to secure a contract. You need to decide whether you request the information again or return the application and ask them to reapply when they have the correct information, knowing that this may mean that they lose out on the contract.
- You have to make a decision on an environmental permit application when you have conflicting information and / or there is no clear policy.
- You have been asked to attend a site visit for a pre-application request. You need to gather all the relevant information and ensure you are in the best position to do this.

One of the great things about being a Permitting Officer is that you will be able to see how you've made a difference. The decisions that you'll make will have an outcome and a clear impact on the environment and on business. Here's what else you can expect to get involved in as a Permitting Officer:

- The opportunity to work on a huge range of permit applications - varying in industry type, size and complexity – no two sites are ever the same!
- A continual and varied development programme to help you continually grow your knowledge.
- Working with technical teams to make environmental improvements on site e.g. cleaning up contaminated land and improving air quality.
- Undertaking permit reviews to ensure that all operators meet the strictest environmental standards.

## Case studies



**Ricky Walia**  
**Sheffield Waste**  
**Team**

I have worked at the EA just over 5 years now, I started as an advisor in the National Customer Contact Centre (NCCC) I was responsible for registering waste exemptions. This is where my interest in this subject started so I decided to apply for a job in NPS as a waste permitting officer and I was successful.

I started off with basic knowledge but received the help and support of a great mentor and I was well on my way to learn all the different types of permits we determine. No application is the same and its great building good working relationships with internal staff and operators.

I am a member of the Black Asian and Minority Ethnic (BAME) Network, and actively encourage anyone from any race to become a member, I feel strongly that anyone from any background should be treated with the same level of respect and it is clear to see that the EA holds these values and actively promotes inclusivity.

Because of my interest in the Bio-waste Use sector I have just gained an assignment as the senior permitting officer for the new Mobile Plant team in Sheffield, this is an exciting project that I am glad to be involved in and the BAME network has given me the inspiration to succeed and reach higher in my career.



**Emily Llewellyn**  
**Bristol Waste**  
**Team**

I have worked for the EA for nearly 7 years in a wide variety of roles covering electrofishing, soil sampling, emerging industry, regulating permitted waste sites and incident response.

I joined the National Permitting Service as a Permitting Officer in waste 2 months ago. I am really enjoying applying the knowledge gained from my time regulating waste sites to the role and learning about Permitting from another perspective. It's really interesting work and rewarding knowing you're working to ensure high quality permits get issued that protect the environment.

There are plenty of opportunities to focus on personal development at the EA and build on your technical knowledge, even gaining chartered status with a professional organisation if you wish. Across the EA one of the best things about working here is the support you get from other colleagues and the knowledge you gain from everyone sharing their technical knowledge.

We also have the fantastic opportunity to take part in 2 outcome days per year where we can take part in environmental educational or community activities which are extremely fun and rewarding!



**Hosne Jahan**  
**Nottingham Waste**  
**Team**

I joined the Environment Agency almost 12 years ago. Over last 12 years I have done a variety of work. I joined as a Trainee Technical Officer in Groundwater and Contaminated Land Team. After working 11 months in Groundwater and Contaminated Land I joined National Permitting team as a Permitting Officer.

This is a very flexible workplace which helps me to balance my work and personal life. Colleagues are very friendly. There are lot of opportunities for personal development and learning new skills. I have an Incident Management role and this is very rewarding. There are opportunities to learn how other teams work. I visited many waste sites that gave me great opportunities to see how my permitting work made big differences.



**Luke Meller**  
**Warrington Waste**  
**Team**

I joined the EA after 10 years of working for myself. I felt I had taken my business as far as I could and wanted a fresh challenge within an organisation that make a meaningful contribution to people.

I've now been a Permitting Officer in waste for 6 months and I've really enjoyed getting to grips with the many elements that make up the job. Day-to-day I manage my own varied workload and take on the new challenges that are inevitable with every permit application.

There is so much to learn but learning is done at a pace that suits me and within a knowledgeable and supportive team. I have come to terms with the fact that I will never know it all about all waste sites, but for me this is a positive as personal development is actively encouraged.

As someone who has spent all of their working life in the private sector with a feeling of not making a difference, it is rewarding for me to now be on the flip-side. I'm now an active and influential member of a team doing essential work that benefits people and the environment.



## 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.

These roles will primarily be office based, although infrequent travel will be required to attend meetings and / or training.

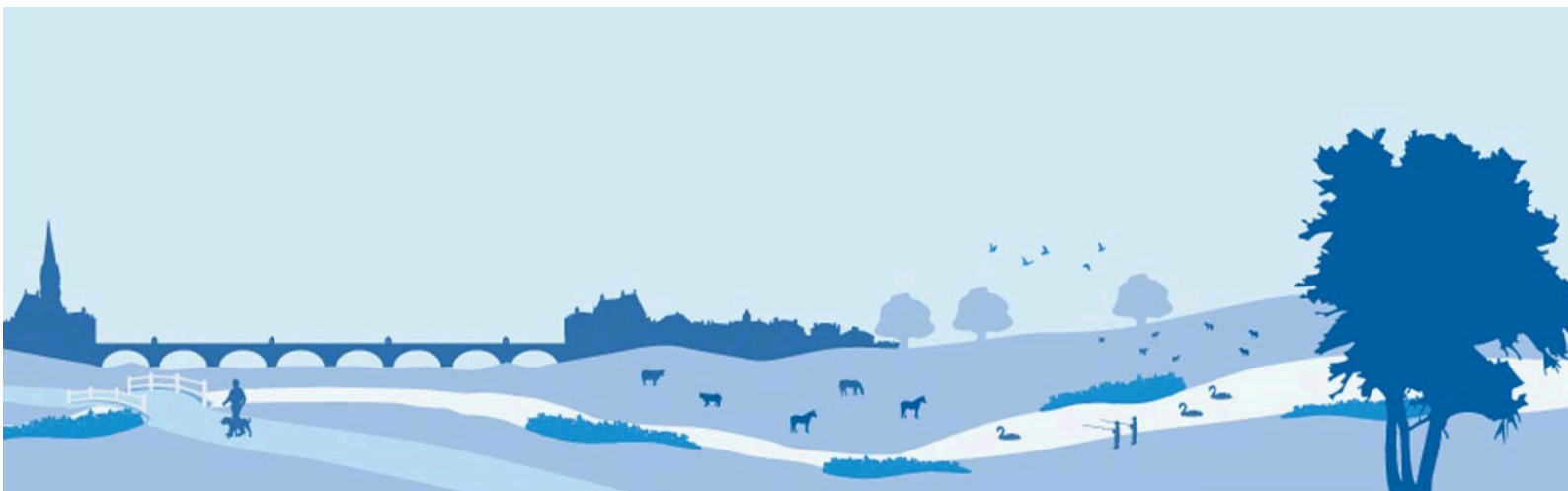
For further information, please contact:

Helen Smith, Permitting Team Leader – [helenh.smith@environment-agency.gov.uk](mailto:helenh.smith@environment-agency.gov.uk)

### **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.

### **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](mailto: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.