Grade : 5	Profile reference:AS05
Doc Version: V1	Date latest version: 22/05/2017

Job Family Role Profile: Advise & Shape, Grade 5

- *This is a generic role profile. It aims to outline the requirements of roles broadly within the job family and grade detailed above rather than provide the requirements of a specific job*
- *This profile should be used as a template to help 'frame' the right size and shape of work undertaken locally*
- *For further guidance on how to use job family role profiles effectively, please see the Easinet*

Job Family Description

Roles in this family provide specialist advice internally and to external bodies that help inform and shape working regulatory approaches, policy and legal decisions for the organisation.

This involves working collaboratively with a range of partners, including government, businesses, regulators, international partners, and others, in an advisory capacity. Influencing outcomes by building and maintaining effective relationships.

Roles in this job family may work to understand policy and translate this into workable and effective processes.

Purpose Statement

The contribution and key purpose of roles in this job family at this grade. It indicates the typical degree of independence these roles hold. Note: names of roles are intended to illustrate the type of roles at this grade and are not related to job title.

Acts as a specialist working in an advisory capacity to ensure the effective interpretation and implementation of new legislation, evidence or policy for the Environment Agency.

Works collaboratively with partners and stakeholders, internally and externally, to understand the impact of changes on Environment Agency operations, guiding and supporting operational changes to achieve required outcomes.

May manage teams, multidiscipline projects or portfolios.

Works within a broad framework and outputs are subject to review.

Representative Accountabilities

The key areas of work and responsibilities for these roles. Points identify typical areas of outputs and suggest anticipated results but are not exhaustive or specific.

- Leads the development of Environment Agency processes and practices and advises on the effective implementation in the business.

Grade : 5	Profile reference:AS05
Doc Version: V1	Date latest version: 22/05/2017

- Works collaboratively to influence customers and build strong partnerships internally and externally. Understands issues and provides effective responses that deliver priorities while seeking to maintain a positive reputation.
- Manages work streams or projects, identifying delivery risks. Takes action to deal with issues, enhances the service and ensures appropriate allocation of time and effort.
- Advises and influences others on policies and practices equipping them with knowledge. Provides specialist advice in order to influence compliance with policy, legislation and best practice ways of working, and contributes to the delivery of defined team business plans.
- Produces documentation and reports to agreed quality standards to support priorities and ensure information, evidence and Environment Agency interests are accurately and effectively presented. These might be papers to support key management decisions.
- Where leading teams, will recruit, motivate and develop team members to ensure effective delivery of operational and / or regulatory activities. Ensures appropriate skill levels are developed and maintained and team performance is optimised in line with specified team goals.
- Participates in or leads projects, working collaboratively across teams as well as with external partners, to achieve well planned solutions that progress effective change and improvement in the organisation, and support the best environmental outcomes.
- Stays up to date with developments to legislation / evidence / policy, and works with colleagues to change ways of working that reflect these developments.

Typical skills, knowledge and experience

The knowledge, skills and experience indicated usually reflect the minimum levels required for competent performance in the role. Due to the generic nature of job family profiles, detailed requirements need to be specified in supporting documentation, such as the advert.

- Roles require proven experience, usually gained within a specific relevant field. Depending on the role, this could be technical expertise, policy knowledge and / or project management.
- Requires detailed understanding of relevant business practices, especially stakeholder management, and / or planning for delivery across multidisciplinary teams.
- Roles require an understanding of business environment and customers that they are advising or influencing.
- Roles typically require a relevant degree or equivalent experience.

Grade : 5	Profile reference:AS05
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Expectations for these roles

Sets relevant expectations for roles by grade, including health and safety, equality and diversity, communications required, quality assurance and level of organisational wide understanding required for role. This section is common to all job families at this grade.

- Manages health, safety & wellbeing matters by actively promoting awareness and good practice, and ensuring the provision of safe working practices in line with Environment Agency guidance.
- Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.
- Required to understand, influence and negotiate with internal and external stakeholders. Needs to understand the audience and communicate at the right level.
- Ensures work is consistently delivered to required standards and service levels while reflecting best practice ways of working.
- Understands, interprets and communicates the work and structure of the Environment Agency within the wider context based on knowledge and experience.

Grade Distinction

Outlines the difference in expectations and/or accountabilities for roles at grade above and below this profile. This section is common to all job families at this grade.

Roles at grade 4:

- Are more closely supervised and directed.
- Require less specialised knowledge and practical experience.
- Contribute to technical and specialist documentation/verbal advice whereas roles at this grade are more likely to lead the production of documentation/verbal advice.

Roles at grade 6:

- Contribute to team business plans whereas roles at this grade are focussed on the delivery of business plan.
- Tend to specify and review documentation and advice. Roles at this grade are more likely to lead production of the material.
- Support management of reputational risk for the organisation. Roles at this grade are expected to identify the risks.