

create a better place



Industry Regulatory 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: Industry Regulatory Officer
Job location: Welwyn Garden City
Date: October 2019
Reference: 13302

Contents

1. Our organisation
2. Salary and benefits
3. The role
4. Further information
5. How to apply





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: £27,572

Location: Welwyn Garden City, Hertfordshire

Hours of work: 37 hours, permanent

Leave entitlement: 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.

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.

Lease car:

Officers are provided with a lease car (after 2 months of start date). Please note you'll pay taxable benefit on the full value of the vehicle.



3. The role

Being a Regulatory Officer is one of the most important roles at the Environment Agency. Industry Regulatory Officers regulate everything from waste management sites to landfill and other waste treatment activities across a range of urban and rural sites, all of which may impact on the local environment. You will join one of our customer facing frontline teams working directly to help create a cleaner, safer and healthier environment.

Based in our Welwyn Garden City office, you'll work in an operational team focusing on DoWCoP submissions, waste treatment and waste deposits, operators and companies in the waste and industrial sectors.

The work in the teams includes:

- enforcing environmental regulations
- influencing companies and businesses to move from correction to prevention
- using your excellent customer service skills to engage with local communities and operators
- visiting sites to conduct inspections and taking action if environmental regulations have been breached
- dealing with and investigating environmental offences and incidents
- giving evidence in court
- attending to out of hours emergencies as part of a standby rota
- advising how people and businesses can improve the environment

You will be responsible for regulating a range of activities to ensure they are carried out without polluting the environment or causing harm to people. Sometimes we have to take tough action to achieve these aims and, at times, you will need to investigate environmental offences. You may also be required on occasion to give evidence in a court of law. You won't need to do this until you're fully trained and feel ready, and you'll be supported by our legal and Environmental Crime teams.

The role will require you to take preventative actions as well as supporting wider incident management. This may include taking part in a duty rota to provide a 24 hour response to incidents. This is a team role and you'll never be on your own – you'll have back up from colleagues and incident support staff.



3. The role continued

The job is extremely varied, vital and often challenging. Sometimes you'll need to work with business customers to help them operate legally; while at other times you will be enforcing the law and making sure operators improve their performance.

You'll be required to make frequent and sometimes unscheduled travel to sites across our area - we'll provide you with a lease car but you must have a full UK driving licence.

Knowledge/Qualifications

The role of an Industry Regulatory Officer is varied and you'll draw upon and build on your existing industrial and/or waste experience. You'll need to be able to:

- You'll be able to demonstrate your practical operational experience and knowledge of environmental regulation;
- organise your workload
- handle confrontational people
- be confident and assertive
- take the initiative
- adapt your behaviour and communication style to different people and situations
- build strong relationships with a diverse range of people
- integrate into a team
- solve problems
- be computer literate
- record information correctly
- work independently when required
- enjoy working both outdoors and in an office environment
- be passionate about the environment and willing to learn about environmental regulation and enforcement



3. The role continued

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

- communicate effectively
- focus on customers and partners
- manage your health, safety and wellbeing
- influence and persuade others
- take decisions and solve problems
- focus on efficiency
- build and sustain relationships with others
- manage data and record information
- achieve results
- use your initiative
- work in teams

What experience do you need?

Ideally you will have industrial and/or waste experience gained through regulatory, consultancy or industry/waste roles and some exposure to enforcement or customer focused role. Perhaps you've inspected or evaluated sites, handled or investigated complaints or been in a role in which you've had to have difficult conversations with people. Whatever your background, you'll be interested in the environmental sector and be willing to enforce environmental regulations, even if this means sometimes dealing with confrontational situations.



3. The role continued

What else do you need to know?

- The nature of the job will involve travel to (and working at) a variety of locations across your area for regulatory, monitoring, enforcement and incident management purposes, including remote sites, riverbanks, uneven terrain and agricultural and industrial premises. A vehicle will be provided or expenses paid as appropriate.
- You must have a valid full UK driving licence.
- The training scheme includes a week's residential course and other ad-hoc overnight stays - you must be willing to be away from home in order to attend these courses. You'll receive plenty of notice so that you can plan your home life around these.
- While we welcome applications for those requiring part time and flexible career opportunities, you must be able and willing to work flexibly, as in certain circumstances you may be asked to work unsociable hours.
- You will be required to take your turn on the duty incident rota for call out and standby. The rotas are scheduled well in advance to allow plenty of time for you to plan your involvement.



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.

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

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 We will enrol you into the EA Pension Fund, which is a career average scheme. The contribution rates range between 5.5% to 12.5%. We will also pay a contribution of 18.5% into your pot.</p> <p>Holidays Attractive annual holiday entitlement starting at 25 days (or equivalent) 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>Family Friendly Benefits Discounts on selected childcare products and services via MyLifestyle.</p> <p>Travel & Transport Benefits A range of travel and transport benefits via MyLifestyle.</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 for DSE users.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Events and activities including subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs via MyLifestyle.</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><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Relocation Assistance Free Car Parking</p>