

Job Profile Submission Form: JPM1431

Environment Officer (EPR¹) Waste or Land and Water Team Career (A/B)

Reports To: Team Leader – (EPR) Waste or Land and Water

Benchmark Job: Environment Officer (A/B) JPM 825/826

Job Purpose

Regulate and work with stakeholders, carrying out a full range of regulatory duties within a defined geographical area, in order to protect and enhance the environment.

Accountabilities

1. Contribute to the delivery of the departmental business plan, providing professional/technical expertise to support operational priorities and Environment Agency policy.
2. Guide, advice and support team members to resolve local issues and incidents, ensuring the decisions are made on sound technical grounds and in line with best practice and timeframes.
3. Monitor progress of work, identify gaps in the delivery of priorities and take remedial action to enhance the service and recommend appropriate reallocation of time and effort.
4. Produce required documentation and reports to agreed quality standards to support operational work, management decisions, public enquiries, court appeals etc., so that information, evidence and Environment Agency interests are accurately and effectively presented.
5. Contribute to the successful implementation of emergency plans to ensure effective, timely and safe response to emergency incidents.
6. Participate in local projects and working groups to achieve well planned and managed integrated solutions that progress effective change and improvement in the organisation and support the best environmental outcomes.
7. Develop and maintain a strong customer focus to ensure effective relationship building and partnership working to achieve environmental goals.
8. Check compliance with environmental standards and service levels and undertake front line investigation as part of a risk based regulatory approach. Take enforcement action as appropriate in line with the Environment Agency's policies and procedures.
9. Encourage and develop a safety conscious culture within the team to deliver work programmes without risk to the health and safety of the team or any other individual.

Top 3 Capabilities

Communicates effectively

Influences and Persuades

Takes Decisions and Solves Problems

¹ Environmental Permitting Regulations 2010 (EPR)

Additional Recruitment Information

Job Title, Function Environment Officer (EPR) Waste or Land and Water Teams,
Educational Requirements Minimum of A Level in scientific discipline (or equivalent); educated to degree is desirable, or equivalent work experience. Equivalent requirements may be gained through a combination of formal qualification and some experience, through to no formal qualification and substantial relevant experience in environmental, regulatory or customer conflict fields.
Professional Qualifications Requirements None required. Working towards membership of a professional institute would be an advantage but is not essential
Experience Requirements <ol style="list-style-type: none">1. Evidence of working independently and an ability to make decisions about priorities and appropriate action on a day to day basis to achieve planned outcomes.2. Experience of influencing and dealing successfully with difficult people/situations3. Evidence of good communication and customer relations skills and an ability to develop and maintain good relations with customers and adapt behaviour to different people and situations.
Essential Additional Information <ul style="list-style-type: none">- <i>Some national travel may be required</i>- <i>A driving licence is essential</i>- <i>Some standby and on-call work is expected</i>

Capability Information

Capability	Entry Level (EOA Stage 1)	Expected Level EOB Stage 2
<u>Personal Effectiveness</u> Communicates effectively Focuses on customers and partners Influences and persuades others Takes decisions and solves problems Coaches others Builds and Sustains Relationships	 2 1 1 1 1 1	 4 3 3 3 3 3
<u>Cross-Functional Know How</u> Environmental Awareness Legislative knowledge Health & Safety – Manage your health & safety Data and Information Management	 1 1 1 1	 3 3 4 3
<u>Operational / Technical</u> Enforcement & prosecution – deals with hostile situations Incident management – incident planning Incident management – incident response Enforcement and Prosecution – Illegal activity, detection and enforcement Permitting and Compliance- Issues and Maintains permits Permitting and Compliance- Securing compliance	 1 1 1 1 1 1	 3 3 3 3 2 3

HR Information

1. Has this form been authorised by the Job Evaluation Team?

Yes

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No

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Date authorised: 26 September 2012

2. Is this replacing a current Job Profile?

Date created: 26 September 2012

Authors: FAR Project Team

Last amended: 16/01/2018

JPM1431 Environment Officer - (EPR) Waste or Land and Water Teams (A/B)

Version: 2

Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
<p>3. If yes, provide the O: drive reference number and job title of current profile (For example: JPM687, Process Systems Advisor)</p> <p>Environment Officer (Career Grade) JPM 825/826 Environment Management Officer 1/PPC Officer 1 (BM42)</p>			
<p>4. If this job title is required for a new position, what is the Workforce Planning Reference? (For example: WFP123)</p>			