

create a better place



Deputy Director - Readiness and Response

Candidate Information Pack

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

www.gov.uk/environment-agency

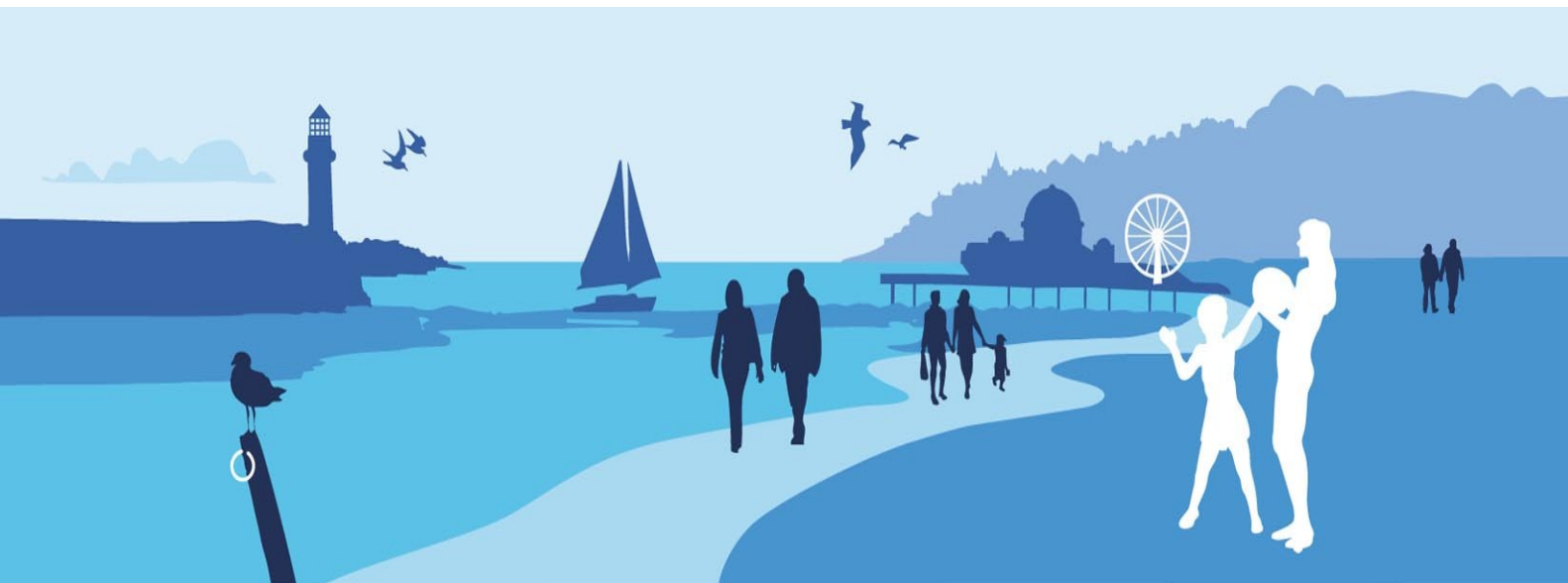


Job title: Deputy Director, Readiness and Response
Job location: Flexible, with regular travel to Bristol and Exeter
Date: December 2022
Reference:

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Welcome

Thank you for your interest in the Environment Agency

We lead critical national work to reduce the risk of flooding, regulate industry, advise on sustainable development and farming, improve water quality and manage water resources.

We are also at the forefront of the national response to climate change. Environmental and flooding incidents are becoming more frequent and more severe, and I am looking to recruit to this role to help me lead the national response to these incidents.

I am open-minded about applicants' background, but I am looking for someone with experience leading through crises and emergencies, someone who can maintain excellent partnership relations, someone who can act at pace and who is as comfortable operating strategically as they are delivering operationally. Crucially, I am looking for a leader who is committed to Equality, Diversity and Inclusion, who believes that diverse teams make better teams and who is passionate about creating an organisation that reflects the communities we serve. The successful applicant will also care deeply about the welfare and wellbeing of their colleagues.

I came into this organisation from another part of the public sector recently. I am thoroughly enjoying the professional challenge and I love working with exceptional people, all motivated to help the country address among the most important challenges we face.

If you're up for joining me, I'd love to hear from you.

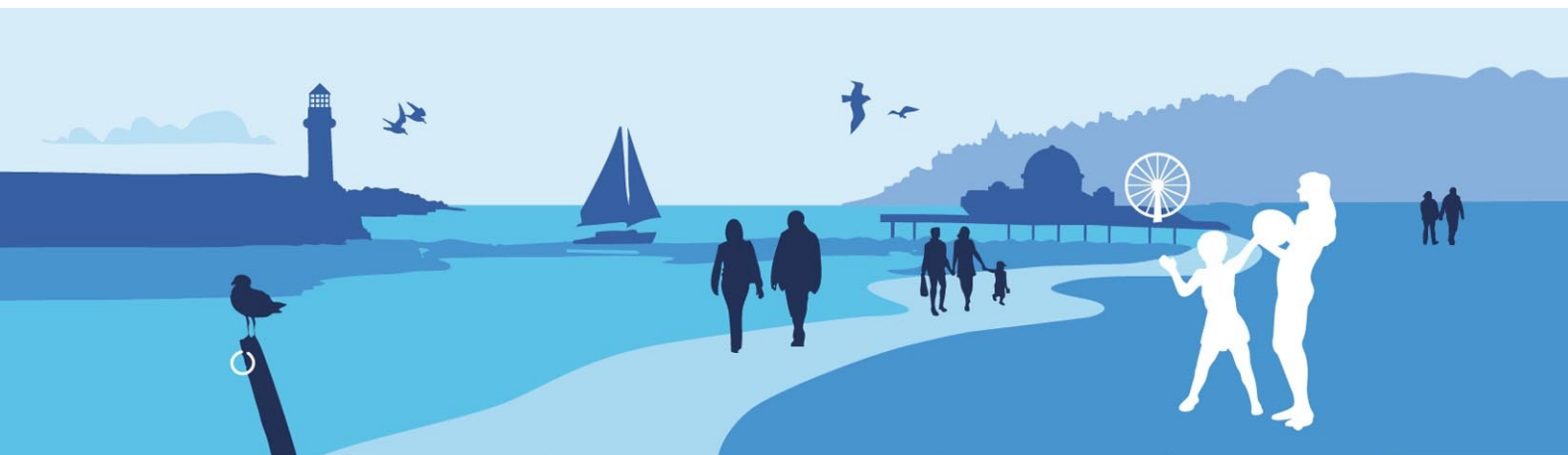
Paul Clements
Director of Incident Management and Resilience



[Paul Clements](#)

[@paulclementsEA](#)





1. Our organisation

We are the Environment Agency. We create better places for people, wildlife and the environment. We put the climate emergency at the heart of everything we do and help society adapt to environmental challenges such as flooding, drought, sea level rise and coastal change.

We improve and protect the quality of our air, land and water by tackling pollution. We work with businesses to help them comply with environmental regulations and believe a healthy and diverse environment enhances people's lives and contributes to sustainable and resilient economic growth.

We know we cannot do this alone. We work together with local, national and global partners. This includes Defra group (the Department for Environment, Food & Rural Affairs), wider government, businesses, local councils, charities, civil society groups, local communities and international bodies. We strive to make the right decisions today, for the people, wildlife and environment of tomorrow.

Our five-year plan, EA2025, translates our vision for the future into action. We will protect and enhance the environment as a whole and contribute to sustainable development. Through this we will contribute to the United Nations Sustainable Development Goals and help protect the nation's security in the face of emergencies.

The plan sets out 3 long term goals:

- A nation resilient to climate change
- Healthy air, land and water
- Green growth and a sustainable future

These goals will drive everything we do today, tomorrow and to 2025. They champion sustainable development, support our work to create better places and challenge us to tackle the climate emergency and deliver a green economic recovery for everyone.

Our culture is our strongest asset. It defines how we behave personally and collectively when at work.



Our new action plan will only succeed if we sustain and strengthen our culture which is summarised in the following statements:

- Yes, if: we will take this approach in all that we do
- Think big, act early, be visible
- Seek partnership, show leadership
- Focus on outcomes not processes
- Embrace difference, include everyone
- One team: support and trust each other to do the right thing
- Stay safe and grow: invest in the wellbeing and development of all

How we do things in the Environment Agency is as important as what we do. We seek to be an open, outward looking, positive organisation.

We believe none of us is as good as all of us: “embrace difference, include everyone” is part of our DNA.

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](#) | [LinkedIn](#) | [YouTube](#)



2. Salary and benefits

Join us in this role and you will enjoy the following benefits:

Grade Rate: £73,000 (pro-rata - if part time or an assignment)

Location: Flexible, with regular travel to Bristol and Exeter

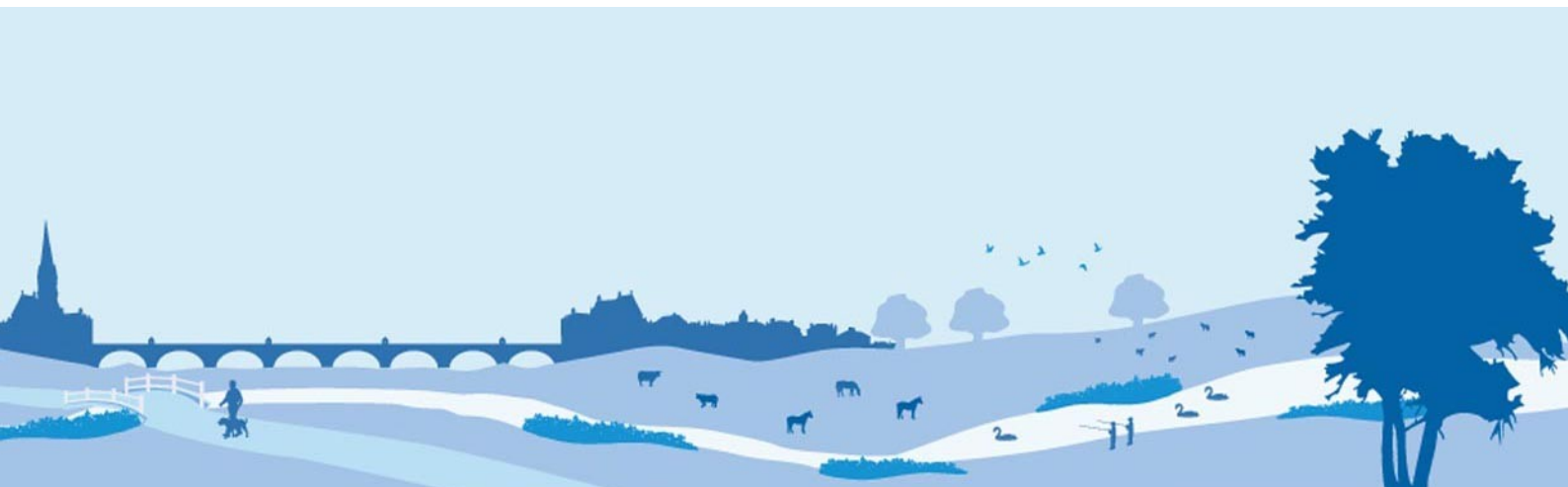
Hours of work: 37 hours (per week) FTE, permanent

Leave entitlement: Your leave allowance in this role will be 27 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 19%, so this is a very generous scheme.

**Work/life balance:**

We support flexible working hours and practices (including job share) for all our vacancies 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.

As government restrictions continue to lift, we are exploring future ways of working with flexibility in mind. This means, that subject to business need, successful candidates may be offered the option to combine working at home with working at their contractual workplace, with occasional travel to other work locations. Further information relevant to this post will be available for candidates invited to interview.

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 employees directly employed by the Environment Agency in meeting 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 on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



3. The role

Our vision in Incident Management and Resilience (IM&R) is to build a more resilient nation, now and for future generations. Our work has never been more important.

We are looking for an enthusiastic and inspirational leader to join our Leadership Team. Someone who is seeking to expand their knowledge and skills of incident management and operations. Someone with a passion for setting strategic direction, establishing standards and ensuring we are accountable. Someone who wants to be a champion for liaising and working with government, Directorates and partners.

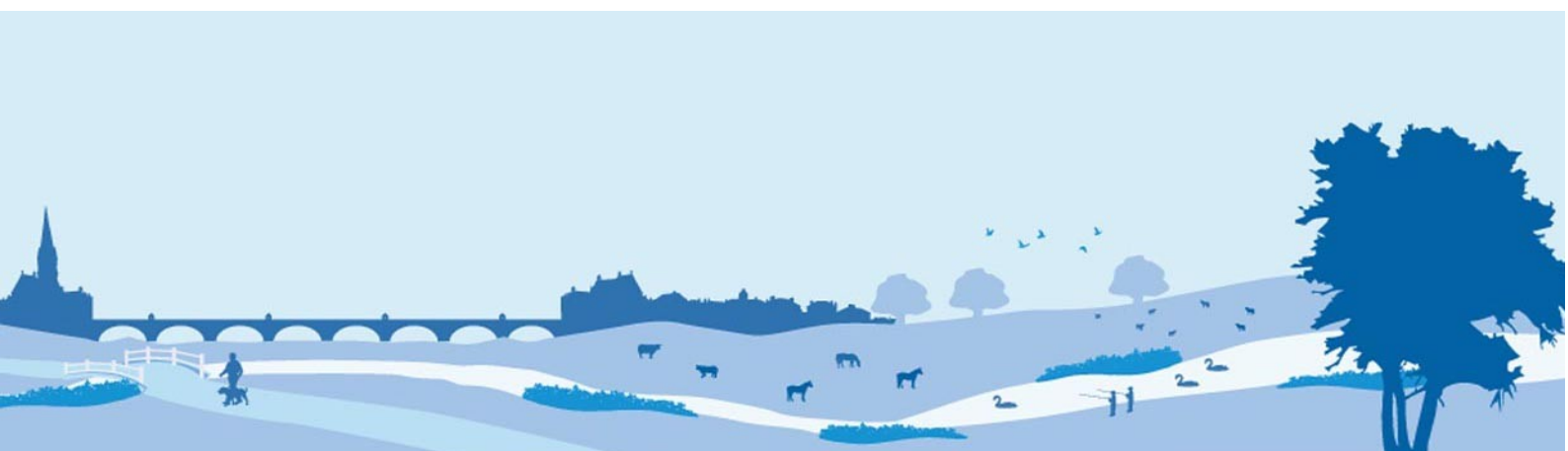
It's a great time to join IM&R as Deputy Director for Readiness and Response. We have launched our Incident Management Strategy for the business along with our Strategic and Local Outcome plans, all of which champion our corporate strategy EA2025.

You will lead the teams responsible for the Environment Agency's readiness and response to environmental and flooding incidents. You will manage the partnership with the Met Office and oversee the joint Flood Forecasting Centre. You will run the Local Flood Forecasting Service. You will be responsible for the National Operational Readiness Service and the National Incident Room. Your teams will coordinate national incidents and build organisational capability in incident management.

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 Environment Agency directorate staff and area specialists.

You will be part of the Incident Management and Resilience leadership team reporting to the Director. A team which is welcoming, inclusive, and collaborative – and where health, safety and wellbeing is our top priority.

We are fully committed to having a diverse and inclusive workforce to reflect the communities we serve, and we particularly welcome applications from people with Black, Asian and Minority Ethnic backgrounds as we are under-represented in this area.



Principal accountabilities

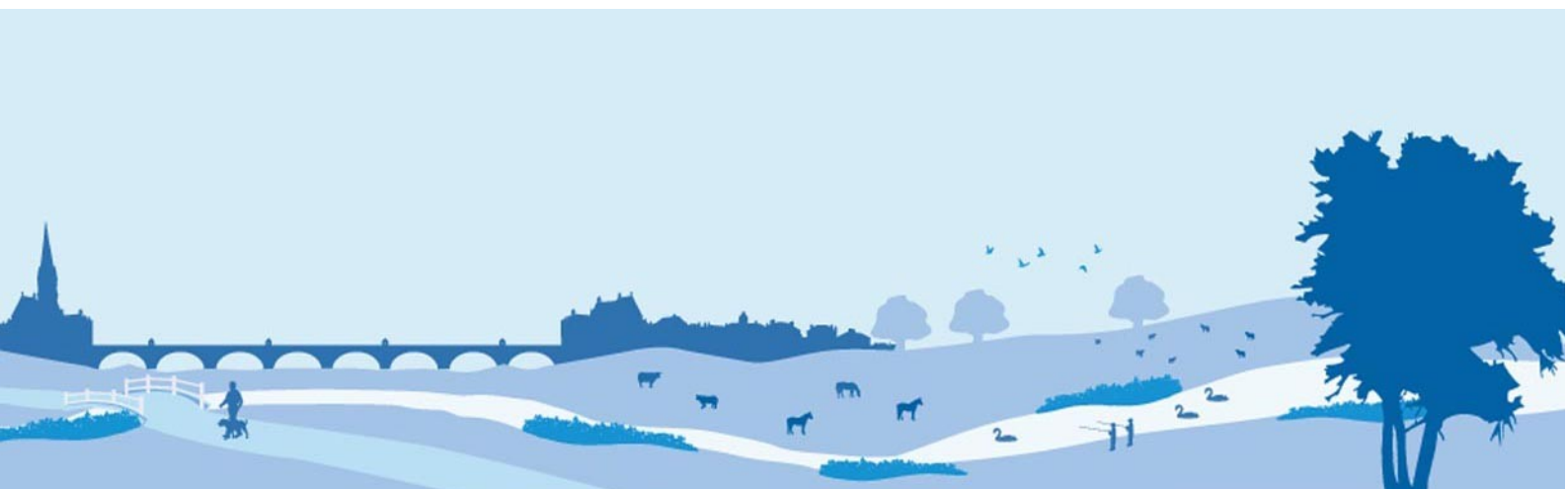
1. Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.
2. Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.
3. Originate, champion and lead on initiatives for change to deliver efficient systems and support and improve business delivery.
4. 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.
5. 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.
6. Plan, monitor, control and realign resources to maximise their efficient and effective use and ensure objectives are completed to required standards.

Knowledge/Qualifications

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

Skills/Abilities/Experience

- Leading and managing multi-disciplinary teams
- Evaluating risks and potential mitigation options
- Delegating management activities through senior direct reports
- 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.



Additional information:

To discuss the role in more detail, please contact **Paul Clements** on email: directorincidentmanagementandresilience@environment-agency.gov.uk

Assessments for this role will take place using MS Teams **on either Thursday 23 February 2023 or Friday 24 February 2023**. These will include a staff engagement panel. Further details will be provided to shortlisted candidates.

We will be running a virtual briefing session for those interested in applying for the role at **12pm noon, on Tuesday 10 January 2023**. Invitations can be acquired by emailing: rebecca.allen@environment-agency.gov.uk

We are also currently recruiting to another vacancy of Deputy Director of Strategy, Service and Investment. If you apply and are shortlisted for more than one role, we will be able to consider you through a single assessment centre process.





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.

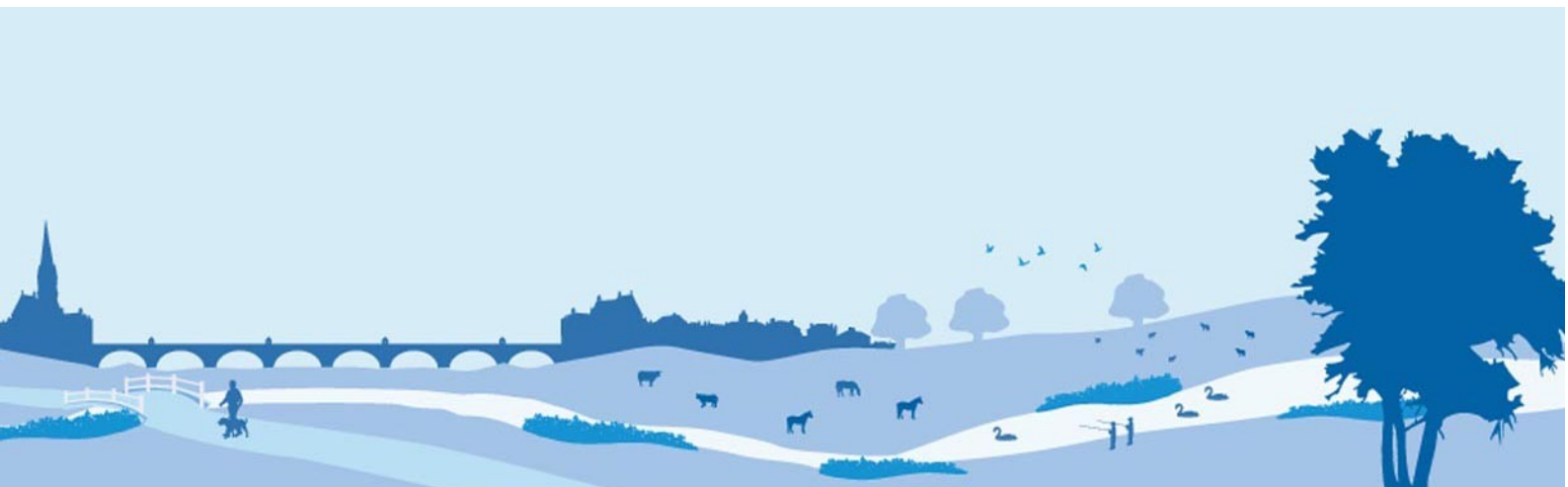
We aim to create and maintain a diverse workforce (including our Board and Executives) that better reflects the UK's economically active population. Therefore, we particularly welcome applications from Black, Asian and Minority Ethnic (B.A.M.E.), disabled, female and LGBTQ+ candidates who are under-represented across our workforce.

Travel will be required to manage your dispersed team and work across the organisation. The successful applicant will be required to undertake an incident role.

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.



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>

You can also visit our careers site at <https://environmentagencycareers.co.uk>





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.

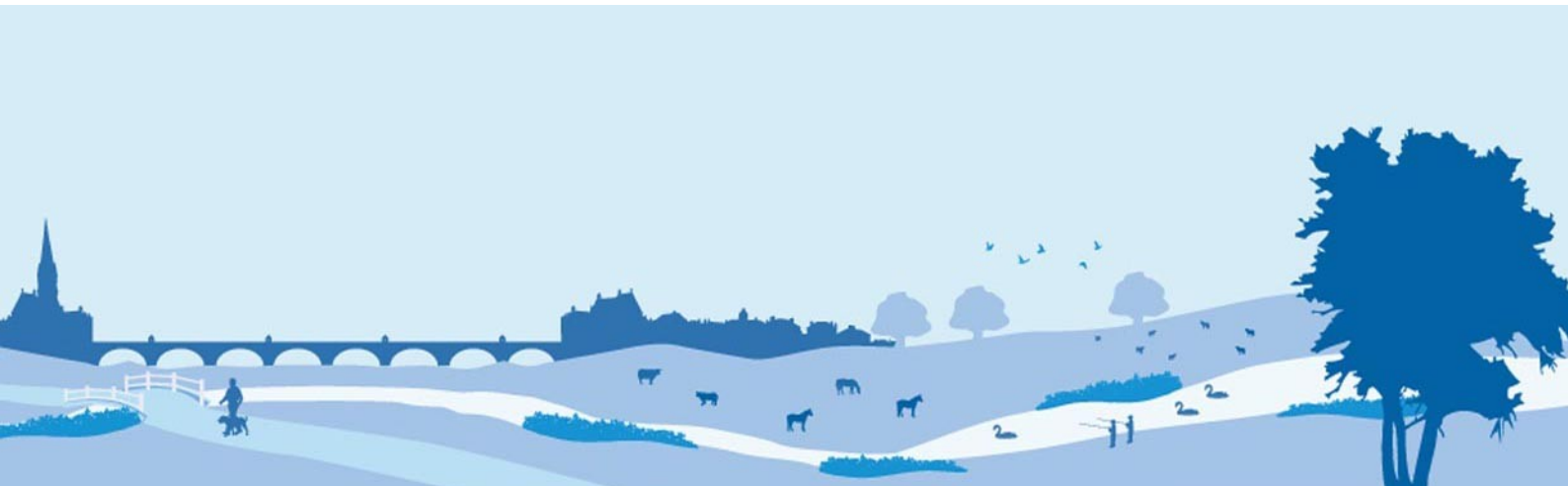
Once you've clicked this link you'll then be asked:

- 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.

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.

In order to apply, please submit your CV and a covering letter.

Please note – you must upload 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:

- **Leading and communicating** – How you will provide leadership that inspires and motivates others to achieve their personal goals, the goals of the team and those of the Environment Agency. How you will build diverse teams and create a culture of improving health, safety and wellbeing.
- **Seeing the big picture** – Why you are excited and inspired to apply for the role. How you set organisational direction. How you take personal responsibility for the delivery of change, at pace, that is crucial to the success of the Environment Agency. How you use performance management strategies to get the best out of people and to measure success and value for money.
- **Changing and improving** – How you engage people inside and outside the organisation to build consensus and create better partnerships and effective collaboration.



Anonymity

Please complete your application ensuring your name or any other details that easily identify you are omitted, unless specifically asked to input them – this will be captured through the online portal, whilst ensuring applications can be considered anonymously

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.

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@gov.sscl.com

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 A career average revalued earnings (CARE) pension scheme. Contributions are based on your full time equivalent pay, ranging between 5.5% and 12.5%. The EA contribution is currently 19% of your pay.</p> <p>Holidays Annual holiday entitlement starting at 27 days 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>Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</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.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs</p> <p>Local Benefits These vary from region to region.</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>Financial Education Club Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Relocation Assistance Free Car Parking</p>