

create a better place



# Chief Operating Officer

## Candidate Information Pack

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

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



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# 1. Message from Chief Executive



Dear Candidate,

The Environment Agency exists to create a better place for people and wildlife. At the heart of this is tackling the climate emergency, which underpins everything that we do. This includes our work on reducing the risk of flooding, regulating industry, advising on sustainable development and farming, improving water quality and managing water resources.

The role of Chief Operating Officer provides an opportunity to do just that. In this role you will be making decisions and leading a team of talented and motivated people to deliver on the biggest challenges of our time.

We are in exciting times, with the environment being at the heart of the government's agenda with the 25 year environment plan, new environmental legislation being brought in under the Environment Bill, and the largest flood capital programme we have ever managed.

You will be at the forefront of this work, working with our partners in local and central government, interested parties, contractors, suppliers and communities to make a real difference to the places that we work and live in.

The Chief Operating Officer will be a key part of the Executive Leadership of the organisation. We are a close and supportive team with a wealth of experience from across a variety of careers both within and outside the environment sector.

We know that we are only going to be the best organisation we can be when we truly reflect the communities and places that we serve – and that means being a diverse and inclusive place to work. We are a place-based organisation and it is important that our senior management bring a regional presence and local understanding.



# 1. Message from Chief Executive continued

This role has responsibility for the services that the Environment Agency provides to support its local and national operations. It needs someone with a strong customer focus, who is comfortable working across a broad and varied portfolio. You will also need to be adept at working across multiple relationships with our stakeholders, including our government sponsoring department, Defra, and the whole breadth of the Environment Agency internal departments and teams. This is a significant leadership role with a broad and varied portfolio of activities. With this in mind, we are looking for someone with exceptional drive, a strong customer focus and acute political awareness. You will be an experienced senior leader who can work at pace, encourage innovation and who has a passion to do great things for people and the environment.

Thank you for your interest in joining the Environment Agency. I look forward to hearing from you.

Very best wishes,

Sir James Bevan  
Chief Executive of the Environment Agency



## 2. 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 new 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.



## 2. Our organisation continued

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

[www.environment-agency.gov.uk/aboutus](http://www.environment-agency.gov.uk/aboutus)

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



## 3. Salary and benefits

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

**Grade Rate:** circa £130,000 per annum

**Location:** Flexible, regular travel to London is likely to be required

**Hours of work:** 37 hours, flexible working patterns will be considered

**Leave entitlement:** Your leave allowance in this role will be 27 days or equivalent, depending on working pattern, plus bank holidays.

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. Whilst you are in the scheme we will also pay an employer contribution into your pension pot.





## 3. 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.





## 4. The role

### About the role

The Chief Operating Officer is responsible for the delivery of all the Environment Agency's national services and operations, including internal Corporate Services and for managing the relationship with Defra to ensure the centralised Corporate Services delivered by the Defra group meet the Environment Agency's requirements.

The role will sit on the Executive Team and will help develop, define and deliver the organisation's strategy.

Responsible for: 3000 FTE, £220m revenue, £30m capital



## 4. The role continued

### Principal accountabilities

The Chief Operating Officer will:

- Contribute as a member of the Executive Team to the strategic leadership and direction of the Agency.
- Lead the planning of the Directorate's operations and services and monitor progress against plan, to ensure targets and expectations can be met.
- Have full operational and financial accountability of their Directorate, ensuring appropriate responsibility is devolved to the senior team of Directors.
- Maintain an in-depth knowledge of agency-wide priorities, challenges and performance metrics to ensure resilience at the top of the organisation.
- Lead a team of Directors and ensure a high performing diverse and resilient workforce to ensure the agency has the internal capability to achieve its strategic vision.
- Have oversight of a total workforce within their Directorate of 3000.
- Be able to challenge, motivate, develop and empower senior leaders.
- Lead the agency's internal Corporate Services functions, ensuring internal capability meets requirements, and manage the relationship with Defra in relation to the provision of centralised Corporate Services provided for the Environment Agency by the Defra Group.
- Lead the agency's customer-facing national operations (i.e. enforcement, monitoring, permitting) with full operational accountability.
- Maintain oversight of all asset-related construction projects delivered through a complex supply chain (£bn's)
- Lead the agency's sustainability agenda through management of the National Services Directorate
- Engage with and influence the most senior internal and external stakeholders through inspiration, motivation, challenge, mediation and negotiation.
- Maintain a network of high profile external relationships, including Chief Executives of central and local government organisations, private organisations and environmental experts
- Promote a culture of continuous improvement and self and organisational development



## 4. The role continued

### Person Specification

The Chief Operating Officer needs:

- Extensive leadership experience as an operational executive.
- A strong record of enterprise-wide service delivery, with experience navigating complex stakeholder environments and multiple competing priorities.
- The ability to manage a diverse team of senior leaders, comfortable challenging existing ways of working.
- Extensive knowledge of corporate and business services, able to manage internal and central services effectively.
- Proven experience working with national delivery bodies, ensuring quality standards and current and future customer requirements are met.
- Strong knowledge of environmental legislation and government policy and associated processes and procedures.



## 5. The Recruitment Process

The **closing date for applications is 23:59 on 1 November**. We expect to have shortlisted by 12 November, with **interviews on 26 and 27 November**.

It is essential that your CV and statement of suitability provide full but concise information relevant to the appointment, clearly demonstrating how you meet the Person Specification detailed in section 4.

For an informal discussion about the role please contact [chief.executive@environment-agency.gov.uk](mailto:chief.executive@environment-agency.gov.uk), and ensure you provide your contact details.

At the shortlist meeting the Panel will assess each application against the essential criteria and decide who to invite for interview.

The Interview Panel will consist of James Bevan (Chief Executive) as chair, Judith Batchelar (Board Member) and Marian Spain (Chief Executive of Natural England). Interviews are expected to take place virtually on the 26<sup>th</sup> and 27<sup>th</sup> November. There will also be a Staff Engagement Exercise during the week commencing 23<sup>rd</sup> November. Further details about the format will be provided to you in advance.

As part of the recruitment process, shortlisted candidates will have the opportunity to speak to Emma Howard Boyd, Chair of the Environment Agency, prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process. Time slots for a chat will be available on the afternoon of the 18<sup>th</sup> November and on the 24<sup>th</sup> November.



## 6. 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.



## 6. 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>





## 7. 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.

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.

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. 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.





## 7. How to apply continued

In order to apply, please submit your CV and a statement of suitability. **Please note – you must upload your CV and statement of suitability 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.

### **Statement of Suitability**

Your statement of suitability should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role as detailed in section 5.



## 7. How to apply continued

### **Equality and Diversity**

We're committed to reflecting the communities we serve and would encourage candidates to complete the standard EDI questions on the electronic system. If you're disabled and you'd like to be part of our Guaranteed Interview Scheme, please add this information.

### **Submitting your application**

Once you've 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, 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](mailto: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 FOR EXECUTIVE MANAGERS



The Environment Agency offers an attractive and competitive benefits package and a great place to work.

"We want the Environment Agency to be a life-enhancing place to work - a place where you feel able to bring your whole self to work and where difference is truly valued. Being a diverse and inclusive organisation is essential for everyone's wellbeing, engagement and productivity. It also means we will better reflect the communities we serve, helping us to do even better for people and wildlife." **James Bevan, Chief Executive**

<b>Core Benefits</b>	<b>Your Development</b>	<b>Your Work/life Balance</b>	<b>Your Health &amp; Wellbeing</b>	<b>Additional Benefits</b>
<b>Basic Salary</b> Competitive salary, which is reviewed annually as part of pay award, in line with Senior Civil Service pay guidance.	<b>Performance Management</b> Individual performance plans, learning and development matched to your agreed career objectives.	<b>Flexible Working</b> Flexible working patterns including flexitime and job share.	<b>Employee Assistance Programme and Occupational Health</b> Access to a free independent, confidential service available 24/7 plus occupational health services and free eye tests.	<b>Performance Related Pay (PRP)</b> Participation in the Performance Related Pay (PRP) scheme which operates at the Environment Agency's discretion, subject to eligibility criteria and within government pay policy.
<b>Pension Scheme</b> We offer a multi-award winning career average scheme. The contribution rate you pay will depend on your full-time equivalent pay. Whatever the rate of your contributions we will pay a percentage of your pensionable pay into the pension fund.	<b>Learning &amp; Development</b> A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.	<b>Family Friendly Benefits</b> We offer a number of discounts and offers on family friendly products and services via our Benefits provider.	<b>Sports &amp; Social Club</b> Opportunity to benefit from a wide range of subsidised events and discounts organised locally. As well as to join the Civil Service Sports Council (CSSC) that provides sports and leisure opportunities and special offers for public sector workers, including free family membership of English Heritage.	<b>Interest Free Loans</b> For season tickets.
2020/2021 we will pay 19% of your pensionable pay.	<b>Examination Leave</b> Paid leave for exams and revision for approved studies.	<b>Travel &amp; Transport Benefits</b> Cycle to work scheme, which enables you to get a tax free bike to use as part of your commute, plus a range of travel and transport benefits.	<b>Health Discounts</b> Optional discounts provided by a number of external providers and health clubs.	<b>Special Leave</b> Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.
<b>Holidays</b> Annual holiday entitlement starting at 27 days plus statutory bank holidays pro-rated if you work part time	<b>Professional subscriptions</b> We will pay the membership fees for one relevant professional association.	<b>Shopping &amp; Leisure Benefits</b> A variety of discounts at online stores and leisure experiences.	<b>EM Medical</b> Bi-annual medicals with Nuffield Health.	<i>The following benefits only apply to eligible roles:</i>
<b>Enhanced statutory policies</b> Enhanced maternity, adoption and paternity leave, and sickness absence provisions.				<b>Lease Car Scheme</b> <b>Relocation Assistance</b>

