

create a better place



# Lawyer, Commercial Law Team G5

Candidate Information Pack



**Job title: Lawyer, Commercial Law Team**  
**Job location: Bristol and Exeter**  
**Date: March 2021**  
**Reference: 16588**

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# 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](http://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:** £36,389 pro-rata

**Location:** Bristol and Exeter

**Hours of work:** 37 hours 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 also 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.



## 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.

### **Relocation:**

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.

### **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

You will advise on a wide range of general commercial matters such as public procurement, dispute resolution, intellectual property, construction agreements, supply agreements, debt recovery and externally funded projects. You will also provide commercial law support to lawyers in other Legal Services teams. You will be helping to deliver the Environment Agency's Action Plan ([EA2025 creating a better place](#)) and the [Government's 25 Year Environment Plan](#). You will need to work with external public, private and third sector partners as well as engaging with lawyers in the Government Legal Department and the wider public and private sectors and to provide sensible, practical, accurate, timely and risk-based advice. You will have a varied, high quality, interesting and challenging caseload, and ensure that services are provided in a client-focused manner. We welcome candidates with a diverse range of experiences and backgrounds who bring with them skills in the areas mentioned above or other transferable skills.

### Required Skills/Abilities/Experience

- You will need to be a lawyer (solicitor, barrister or legal executive) fully qualified to practise in England. A Practising Certificate is required.
- Candidates will need to have a track record of handling technical issues, preferably to include advising on a wide range of general commercial matters.
- Candidates will need to demonstrate that they are confident and credible, combining good communication and analytical skills with a broad understanding of commercial legal issues.
- Experience of the following would be an advantage: Civil litigation, debt recovery, procurement law, construction law, intellectual property law and public law.
- Candidates should be capable of influencing and persuading a wide range of people up to organisational leaders.

There are currently five lawyers in the commercial law team. While currently home-working they are normally based in Bristol and Exeter, but with a focus on Bristol, where key clients are located. Two members of the team work part-time. Candidates seeking flexible working, including job share are welcome. For an exceptional candidate we may consider a base other than Bristol or Exeter. National travel is required.

We offer a career average pension scheme and a wide range of other benefits. We serve a diverse range of colleagues and make a real difference to the environment. We believe this, and the quality of work, are the biggest rewards this opportunity presents. The Environment Agency strives to be an inclusive, equal and diverse organisation. It is important to us that our workforce is representative of the diverse communities we work to protect and improve the environment for.

## **Knowledge/Qualifications**

Admitted barrister or solicitor or legal executive with current right to practise in England. Applicants from other common law jurisdictions are welcome, at the time of applying they must be fully qualified in England.

Your application should outline how you would contribute to the team providing an outstanding legal service, and demonstrate your experience and suitability for the role against each of the following top 3 capabilities:

- Achieves results
- Influences and persuades others
- Focuses on customers and partners

The following capabilities may also be assessed in interview in addition to the above top 3 capabilities:

- Legislative knowledge
- Business of the Environment Agency
- Manages self

Definitions of each of these capabilities are on page 14.

The information in this candidate pack should be read in conjunction with the job family role profile that we've provided.



## 3. The role continued

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade.

The role of Lawyer fits into our Business Services job family at Staff Grade 5.

Please contact the vacancy manager Will McKenzie if you would like to discuss the role in more detail - [will.mckenzie@environment-agency.gov.uk](mailto:will.mckenzie@environment-agency.gov.uk).



## 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.

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.



## 4. Further Information

### Pre-employment Checks

Where necessary, 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 a Counter Terrorist Check (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: [www.gov.uk/government/organisations/environment-agency/about/recruitment](http://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**

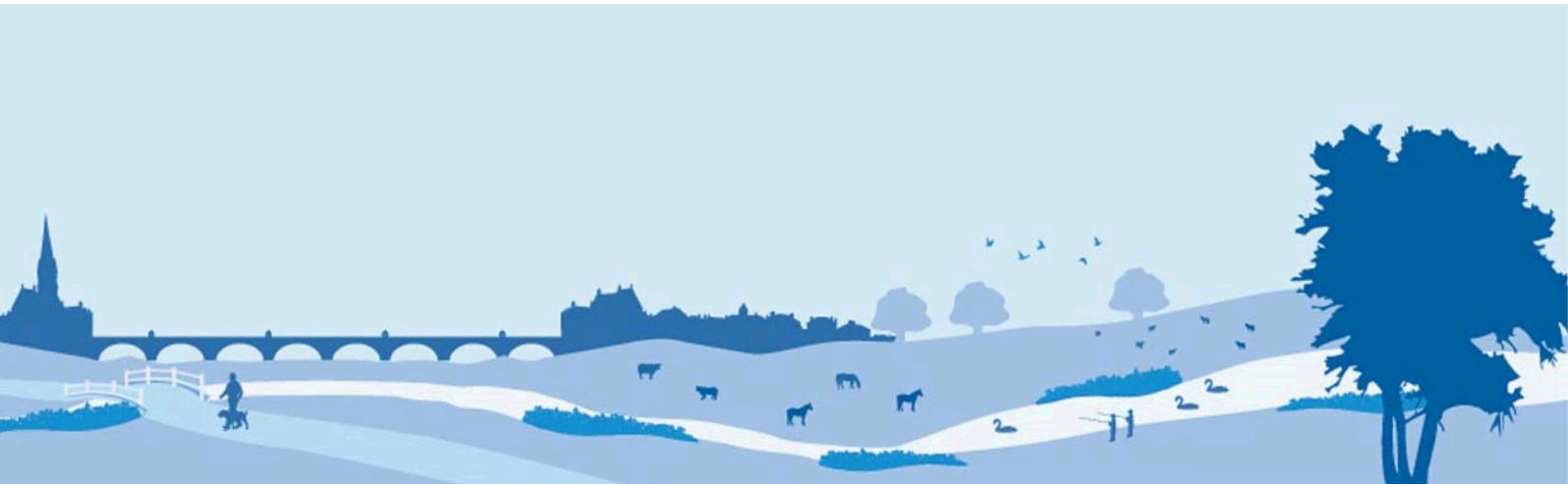
We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and in this 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@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.

## COMPETENCIES FOR THIS ROLE

Competency	Definition	Indicators
Achieves Results	Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results	<ul style="list-style-type: none"> <li>• Maximises work output by setting goals and priorities tracking and measuring outcomes and taking swift remedial action when necessary.</li> <li>• Can be relied upon to regularly exceed goals agreed</li> <li>• Is tenacious and perseveres when others might give up and by doing so achieves the desired results</li> <li>• Anticipates forth-coming issues and adjusts actions as necessary.</li> <li>• Willing to put in extra effort to meet urgent deadlines when required; shows dedication and commitment;; “goes the extra mile”</li> <li>• Is resilient and performs well under pressure; responds positively to setbacks and develops alternative action</li> </ul>
Influences and Persuades Others	Presenting a case in a convincing and attractive way that will win people over, encouraging them to follow plans willingly; often succeeding where logic and reason alone would fail.	<ul style="list-style-type: none"> <li>• Gathers relevant data, marshals facts and prepares sound arguments</li> <li>• Listens to other’s opinions, understanding their viewpoints, needs and concerns; responds appropriately; lobbies others in advance</li> <li>• Presents a credible case and explains the benefits to the audience/listener; anticipates the main objections/arguments</li> <li>• Responds to the needs and style of the listener when influencing.</li> <li>• Seeks to achieve a “win-win” outcome and develop the relationship with the person(s) being influenced.</li> <li>• Prepares convincing written arguments on complex issues, presenting information logically, concisely and persuasively.</li> <li>• Able to modify and reformulate case, read the listener’s mood and adjust accordingly</li> <li>• Plans and prepares influencing strategies for key players and opinion leaders.</li> </ul>
Focuses on Customers and Partners	Addresses the needs of internal and external customers, provides rapid and effective responses	<ul style="list-style-type: none"> <li>• Recognises the concept of both internal and external customers and treats both equally well.</li> <li>• Identifies and addresses the needs of customers, delivering what is promised and ensuring that they are satisfied with the outcomes.</li> <li>• Takes personal responsibility to meet customer needs; is polite, courteous and professional</li> <li>• Ensures customers receive consistent and clear messages supported by accurate and timely information.</li> <li>• Regularly monitors and measures customer satisfaction and looks for ways to improve customer service</li> <li>• Anticipates and balances the needs of a range of customers with conflicting priorities.</li> <li>• Keeps customers informed and manages expectations</li> <li>• Handles complaints effectively, defuses anger and tension and resolves problems</li> </ul>

Legislative Knowledge	Applies a knowledge of statutory environmental and technical requirements to protect both the Environment Agency and the environment.	<ul style="list-style-type: none"> <li>• Maintains up-to-date knowledge of, and complies with, all legislation within own area, enhancing and protecting the interests and integrity of the Environment Agency.</li> <li>• Applies appropriate legislation in line with Agency AMS documentation and maintain accurate records of this.</li> <li>• Keeps up to date with changes to legislation.</li> <li>• Protects the Environment Agency's Intellectual Property Rights.</li> </ul>
Business of the Environment Agency	Understands the direction, goals and business of the Environment Agency, enhancing and protecting, at all times, the Environment Agency's work and interests.	<ul style="list-style-type: none"> <li>• Understands the major environmental outcomes (new and ongoing) the Environment Agency is focused on.</li> <li>• Knows the key strategic roles identified by the Environment Agency in response to the environmental, business and operational challenges it faces in the coming years, including associated targets and measure of success.</li> <li>• Is aware of the major services provided by the Environment Agency and related objectives and performance measures, from an integrated perspective.</li> <li>• Can describe the Environment Agency's vision, strategy and roles.</li> <li>• Understands how the Environment Agency is structured and how the different functions or regions work together.</li> <li>• Understands how the team and its data interacts with other teams and uses this knowledge when working with them.</li> <li>• Demonstrates an understanding of how others interface and exchange data with mutual contacts external to the Environment Agency.</li> <li>• Understands the interplay and data flow between a number of functions or regions.</li> <li>• Understands that the Environment Agency needs to be a leader in effectively managing its own environmental impacts as an example to others.</li> </ul>
Manages Self	Has full awareness of own strengths, weaknesses, impact and approach. Effectively organises self and takes personal responsibility for own role in the Environment Agency.	<ul style="list-style-type: none"> <li>• Recognises strengths, weaknesses and limits of own expertise. Seeks and acts on feedback from others, recognising when to seek support.</li> <li>• Takes responsibility for addressing own performance and developmental needs to enhance skills, personal contribution and career prospects.</li> <li>• Is flexible and able to adapt to changing situations and to a variety of individual styles.</li> <li>• Manages own emotions and is resilient in a range of complex and demanding situations.</li> <li>• Maintains and encourages a positive and enthusiastic outlook for what the Environment Agency is aiming to achieve, especially in times of difficulty.</li> <li>• Prioritises and schedules activities to make effective use of time</li> <li>• Plans work in advance by thinking through the action necessary to complete tasks to deadlines; adjusts plans as necessary.</li> </ul>

# 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><b>Basic Salary</b> Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p><b>Pension Scheme</b> 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><b>Holidays</b> Annual holiday entitlement starting at 25 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><b>Enhanced statutory policies</b> Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p><b>Performance Management</b> Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p><b>Learning &amp; Development</b> A range of training courses, leadership development initiatives and access to L&amp;D materials are available, covering technical, managerial and personal skills.</p> <p><b>Examination Leave</b> Paid leave for exams and revision for approved studies.</p> <p><b>Professional subscriptions</b> We will pay the membership fees for one relevant professional association.</p>	<p><b>Flexible Working</b> Flexible working patterns including job share.</p> <p><b>Travel &amp; Transport Benefits</b> A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p><b>Shopping &amp; Leisure Benefits</b> A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p><b>Occupational Health</b> Access to Duradiamond Healthcare advisory service.</p> <p><b>Eye Care</b> Free eye tests.</p> <p><b>Employee Assistance Service</b> Access to Workplace Wellness available to you and your family</p> <p><b>Sports &amp; Social Club</b> Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p><b>Health Discounts</b> Optional discounts provided by a number of external providers and health clubs</p> <p><b>Local Benefits</b> These vary from region to region.</p>	<p><b>Interest Free Loans</b> For season tickets, bicycles and safety equipment.</p> <p><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 &amp; safety representatives.</p> <p><b>Financial Education Club</b> Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><b>Tenancy deposit loan scheme</b> Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p><b>Lease Car Scheme</b> <b>Relocation Assistance</b> <b>Free Car Parking</b></p>