

create a better place



Senior Landscape Architect

Candidate Information Pack

Job title: Senior Landscape Architect
Job location: Solihull or Exeter
Date: 9th February 2017
Reference: 4174

Contents

1. Our organisation
2. Flood and coastal risk management
3. Roles Available
4. Salary and benefits
5. Further information
6. 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'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.gov.uk/environment-agency



2. Flood and Coastal Risk Management

At the Environment Agency, our National Environmental Assessment Service (NEAS) works with the Flood and Coastal Risk Management teams to help protect against flooding and minimise the risks caused by any floods that do occur. The work we do directly and in partnership with others ensures our actions reduce flood risk and also provide environmental and social benefits.

We're making £2.5 billion capital investment between now and 2021 that will reduce flood risk to 300,000 homes, improving the environment and protecting transport, businesses and creating £30.3 billion benefit to society. It's an exciting time and we need your help to ensure we make investments wisely, minimising negative environmental impact and maximising the opportunities we can deliver to communities through our work.

All our teams have a role in incident management when flooding occurs. These vary from going out to support communities at risk from flooding to helping to manage our response when flooding does occur.

NEAS work in integrated project teams, managing or supporting the delivery of environmental impact assessments or strategic environmental assessments. We use the environmental assessment process to improve the sustainability of our planning and designs. NEAS officers are skilled in working with a wide range of stakeholders and bringing together a range of expert views.

3. Roles available

Role : Senior Landscape Architect
Solihull or Exeter

Roles

We require a highly motivated and enthusiastic Senior Landscape Architect to join our national team. In this role you'll use your creative problem solving abilities to help deliver the national FCRM programme and Area objectives. This role provides specialist landscape architect support to enable delivery of Environment Agency risk projects and strategies, which meet national and international standards. In addition, the post-holder will provide expert advice on environmental and sustainability issues to clients to ensure projects and programmes meet wider Environment Agency objectives and compliance.

Principal accountabilities

- Provides landscape architecture advice to the NEAS Environmental Project Manager from inception to completion, ensuring projects meet Environment Agency quality standards and are environmentally sound, cost effective and delivered on time.
- Contribute to the development of landscape process development so that process reflects operational needs.
- Oversees technical quality of landscape work within team to ensure it meets national standards
- Makes appropriate landscape input to the development of projects being managed by other NEAS officers and Area project managers.
- Project manage environmental improvement projects that require a high degree of sensitive landscape design or habitat creations skills so that we can implement well designed and cost effective projects.
- Provide expert landscape advice to Area staff working on Environment Agency projects and giving consents so that this can be done with sufficient consideration of landscape issues.
- Provides technical direction and mentoring to team members to ensure their continuing professional development.
- Meets fee income targets to enable NEAS to balance its budget

Knowledge/Qualifications

Educated to post-graduate degree level

Skills/Abilities/Experience

You'll have excellent communication skills and the ability to develop strong relationships with internal and external partners. We are always looking at good practice from other sectors and so experience in the water industry is not essential, if you have valuable experience to offer. You will also

- be able to show where you've worked with others to deliver environmental successes
- have experience in inputting landscape architecture concepts and principles effectively to the environmental assessment process

- be able to demonstrate a good understanding of landscape architecture in relation to innovative environmental design
- be a Chartered Member of the Landscape Institute with several years' experience operating at this level

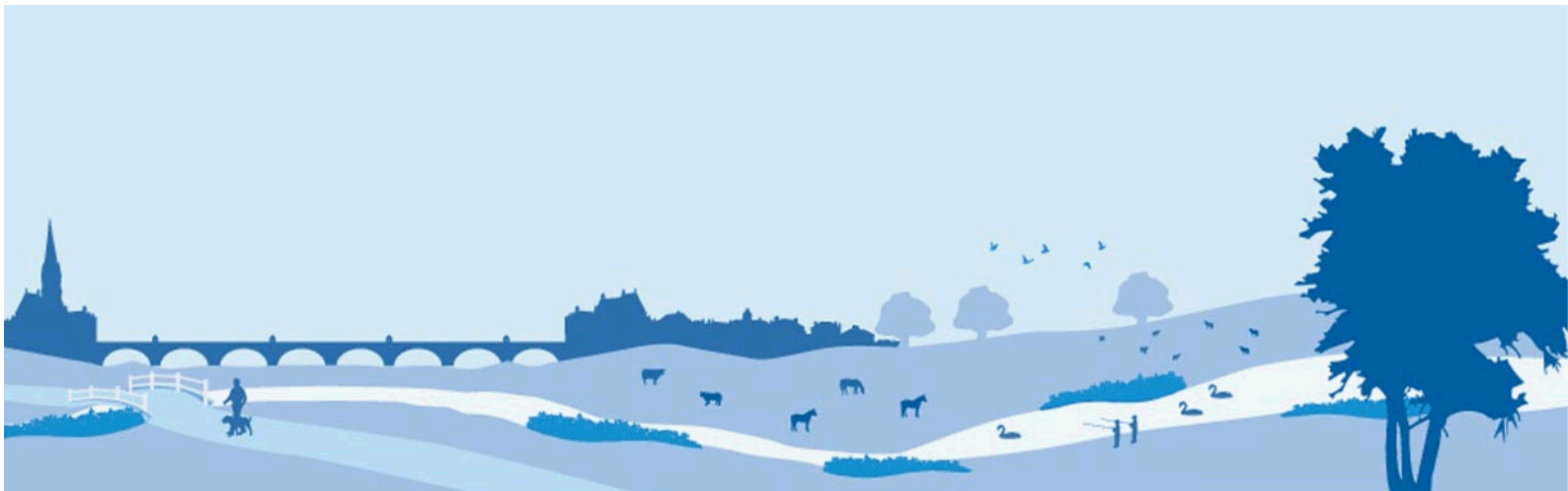
Capabilities

Capability	
Focuses on Efficiency, Innovation and Quality	Provides innovative cost effective risk management solutions.
Focuses on Customers and Partners	Works in partnership with colleagues and external organisations to identify acceptable solutions.
Influences and Persuades others	Effectively delivers credible technical advice.
Programme and Project Management	Ensuring high quality products are delivered to an agreed timetable and budget.
Achieves results	Demonstrates the ability to influence a project design to deliver social and environmental outcomes

4. Salary and benefits

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

Grade Rate:	The grade rate for this Grade 5 role is £33,990 however appointments can be made above this for exceptional candidates.
Location:	Manley House, Kestrel Way, Exeter EX2 7LQ Sapphire East, 550 Streetsbrook Rd, Solihull B91 1QU
Hours of work:	The hours of work are 37 per week.
Leave entitlement:	<p>Your leave allowance in this role will initially be 27 days per annum, plus bank holidays (pro-rata - if part time or an assignment).</p> <p>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.</p>
Pension:	<p>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.</p> <p>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% and 12.5%. Whilst you are in the scheme we will also pay an employer contribution into your pension pot. We currently pay 17.5%, so this is a very generous scheme.</p>
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 want all our staff to feel valued and respected and to see this as a great place to work. 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.



5. 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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female candidates who are under-represented across our workforce.

We welcome flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

Please note that Environment Agency employees are not civil servants so you may wish to check your eligibility for continuity of employment by contacting your HR department. All eligible bodies are listed in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999.

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.

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>

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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.

6. 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. (For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.) 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?' and '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.

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, whilst giving us a full answer. 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.

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. If, at any stage, you have questions or problems, please contact the recruitment team on 0845 602 6099 or email ea_recruitment@sscl.gse.gov.uk

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.

