


# Graduate Civil Engineers

## Candidate Information Pack

**Nov 2020 – V4.1**



**Job title: Graduate Civil Engineers**
**Job location: Leeds, York, Blandford, Exeter, Oxford, Farnham, Newcastle, Birmingham, Peterborough, Lincoln, Nottingham, Worthing, Exeter, Bridgewater, Warrington, Reading, Welwyn Garden City, Ipswich, Norwich**
**Date: 5th April 2021**
**Reference: 17115**

# Contents


1. Our organisation
2. Salary and benefits
3. The role
4. Further information
5. 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 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**




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:** | £26,599 (depending on experience and pro-rata - if part time or an assignment) |
| **Location:** | Leeds, York, Blandford, Exeter, Oxford, Farnham, Newcastle, Birmingham, Peterborough, Lincoln, Nottingham, Worthing, Exeter, Bridgewater, Warrington, Reading, Welwyn Garden City, Ipswich, Norwich |
| **Hours of work:** | 37 hours Permanent |
| **Leave entitlement:** | Your leave allowance in this role will be 25 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.<br><br>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. |



# 2. Salary and benefits continued

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 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 fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to make our workforce as diverse as possible, and we hope to attract applications from under-represented groups, including Black, Asian and Minority Ethnic (BAME) people, people with a disability, and people with gender diverse identities. We would also welcome applications from candidates from lower socio-economic backgrounds who are looking to take their first steps into the world of work and into learning

**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

Our advert describes the day to day activities of the role, the team it operates within and the skills/experience we're looking for from applicants. This information should be read in conjunction with the job family role profile that we've provided.

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 Graduate Civil Engineers fits into our Graduate Trainee (JPM738) job family at grade GT.

**About us**

We're the Environment Agency. We protect and improve the environment and make it a better place for people and wildlife. Adapting to climate change is integral to everything we do. We operate at the place where environmental change has its greatest impact on people's lives. We work closely with a wide range of partners to make sure we are reducing the risk from flooding to communities, there is enough water for people and wildlife; protect and improve air, land and water quality and apply the environmental standards within which industry can operate.

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.

**Civil Engineering with the Environment Agency**

Flooding has a dramatic – sometimes life-changing - impact on people, properties and businesses. In England, some 5 million properties – 1 in 6, are at risk of flooding from rivers, surface water or the sea. That's why we're constantly working to reduce the risks to people, households and businesses from flooding and help people to improve, protect, value and enjoy their local environment. And it's why a civil engineering career with the Environment Agency is so challenging, diverse, exciting and rewarding. We are looking for Civil Engineering graduates to become part of our team bringing innovation and passion to make a difference and be part of the solution and contributing to our challenge of becoming a carbon net zero organisation by 2030.



# 3. The role continued

Our four to five year national engineering graduate programme focuses on four vital areas: technical, commercial, professional and management. It's a structured, well supported programme and one that will see you take on a mix of internal and external assignments, building up skills in everything from asset management to project feasibility, planning and design to project management and site supervision and incident response. Typically, you'll spend three months to a year on each assignment, giving you plenty of time to get to grips with the real issues, gain the necessary experience, making each project your own.

We'll provide full training under agreement with the Institution of Civil Engineers (ICE). Once you've gained the full range of relevant skills, attributes and capabilities, you can complete your chartered professional review. Pass and you'll be a flood and coastal risk engineer with Chartered Engineer (CEng) status. From there you can apply for a wide range of suitable professionally qualified roles within the Environment Agency.

**About you**
To join the graduate programme you'll need to be a graduate with a MEng degree in Civil Engineering (or equivalent). **It's also essential that your degree is accredited by the Joint Board of Moderators (JBM) as satisfying the academic requirements of becoming a Chartered Engineer with the ICE.** Please check online here http://www.jbm.org.uk/accreditation/accreditation-programmes/ and https://www.ice.org.uk/careers-and-training/graduate-civil-engineers/course-search-tool

Keen to learn, you'll be ready to make the most of all the assignments and opportunities that will come your way developing a range of skills including leadership, wider people skills, problem solving and many more.

Of course, you'll have our full support throughout: as well as being supported by your team leader and a supervising civil engineer who'll oversee your work, you'll have a delegated engineer to help you on a day-to-day basis. These people will share their extensive knowledge and experience, giving you every opportunity to become the best flood and coastal risk engineer you can be.



# 3. The role continued

We offer a competitive package with a range of benefits and the opportunity to make a real difference to the environment In addition, we offer flexi-time and consider flexible working patterns, to helping you achieve a positive work-life balance. We are fully committed to being an inclusive employer and ensuring equal opportunities. We are keen to have a workforce to reflect the full diversity of the communities we serve and welcome applications from individuals of any age, gender or background.

## Competencies

### Competency 1: Takes Decisions & Solves Problems:

*Description: Finds and delivers optimal solutions by effectively analysing information, probing to develop alternatives and taking sound and timely decisions*

**Indicators**

- Uses previous experience and careful analysis to identify potential problems, effective solutions and arrive at sound decisions.
- Identifies and asks appropriate questions to explore and detect root causes of problems or sources and quality of evidence.
- Applies sound techniques to analyse problems, generate options and select best course of action.
- Seeks out and considers the best available information before making decisions. Probes, checks and confirms veracity of data as appropriate.
- Confronts head-on difficult situations where major decisions have to be made quickly.
- Makes sound decisions based on complex or incomplete information and/or within limited timescales.
- Escalates issues when they are beyond own limitations and/or have consequences further than own responsibilities.

### Competency 2: Environmental Awareness:

*Description: Appreciates the impact that activities have on the environment and identifies ways to protect and preserve the environment for the future [and limit negative environmental impact]*

**Indicators**

- Establishes the need, plans and initiates an environmental monitoring programme to meet requirements.
- Assesses the impact of regulated activities on the environment by interpreting trends and relationships in data sets and drawing valid conclusions on the environmental impact.
- Maintains environmental management standards and reports issues of non-compliance.



# 3. The role continued

- Correctly identifies and disposes of waste materials in an appropriate manner.

**Competency 3: Manage Your Health & Safety**

*Description: Making sure your own behaviour reduces risks to the health and safety of yourself and others*

**Indicators**

- Makes correct use of personal protective equipment and other safety equipment.
- Complies fully with statutory and company rules regarding health, safety and the environment
- Is aware of hazards and follows safe working practices designed to minimise risks to health and safety at work.
- Can evaluate which of the potentially harmful aspects/practices create the greatest risk to self and others.
- Displays good working knowledge of current health, safety and environment rules and procedures applicable to the role and tasks performed
- Rectifies or reports any potentially harmful aspects/practices that arise in the job role or workplace.
- Suggests improvements for reducing risks.
- Encourages others to follow H&S policies and instructions.
- Challenges any unsafe acts that are observed.
- Responds correctly when challenged by others about unsafe acts.
- Follows the incident reporting procedure for potentially harmful aspects/practices.

**Competency 4: Manages Self**

*Description: Has full awareness of strengths, weaknesses, impact and approach. Effectively organises self and takes personal responsibility flor own role*

**Indicators**

- Recognises strengths, weaknesses and limits of own expertise. Seeks and acts on feedback from others, recognising when to seek support.
- Takes responsibility for addressing own performance and developmental needs to enhance skills, personal contribution and career prospects.
- Is flexible and able to adapt to changing situations and to a variety of individual styles.
- Manages own emotions and is resilient in a range of complex and demanding situations.
- Maintains and encourages a positive and enthusiastic outlook for what the Environment Agency is aiming to achieve, especially in times of difficulty.
- Prioritises and schedules activities to make effective use of time
- Plans work in advance by thinking through the action necessary to complete tasks to deadlines; adjusts plans as necessary



# 3. The role continued

**To apply**
For more information and to apply, please click here

If you have any questions about the scheme, please feel free to email gradengineers@environment-agency.gov.uk Please state in the subject title of your email the title of the post you are enquiring about.

**Closing date for applications:** Friday 7 May 2021 at 23:55 hours

Assessment centres will take place in May/June 2021. This will be initially online interviews with possible second interviews at a location local to the advertised vacancies in line with government COVID restrictions at the time.

We expect successful candidates to start in September 2021 (other start dates maybe considered).

*Diversity: it's in our nature*



# 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

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



# 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 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

## 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

### Basic Salary
Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.

### 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.

### Holidays
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

### Enhanced statutory policies
Enhanced maternity, adoption and paternity leave, and sickness absence provisions.

## Training & Development

### Performance Management
Individual performance plans, learning and development matched to your agreed career objectives and progression plans.

### Learning & Development
A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.

### Examination Leave
Paid leave for exams and revision for approved studies.

### Professional subscriptions
We will pay the membership fees for one relevant professional association.

## Work/life Balance

### Flexible Working
Flexible working patterns including job share.

### Travel & Transport Benefits
A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.

### Shopping & Leisure Benefits
A variety of discounts at online stores and leisure experiences available via Mylifestyle.

## Health & Wellbeing

### Occupational Health
Access to Duradiamond Healthcare advisory service.

### Eye Care
Free eye tests.

### Employee Assistance Service
Access to Workplace Wellness available to you and your family

### Sports & Social Club
Opportunity to benefit from a wide range of subsidised events and discounts.

### Health Discounts
Optional discounts provided by a number of external providers and health clubs

### Local Benefits
These vary from region to region.

## Finance

### Interest Free Loans
For season tickets, bicycles and safety equipment.

### 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.

### 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.

### Tenancy deposit loan scheme
Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.

*The following benefits only apply to eligible roles:*

**Lease Car Scheme**
**Relocation Assistance**
**Free Car Parking**