

create a better place



# Waste Treatment Manager – Environment & Business

Candidate Information Pack



**Job title:** Waste Treatment Manager  
**Job location:** Flexible  
**Date:** 9 Oct 2019  
**Reference:**

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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:** £55,819 (pro-rata if part time)

**Location:** Flexible, based in an EA Office, see list below

**Hours of work:** 37 hours FTE, Permanent. We welcome applications for part time working or job share

**Leave entitlement:** Your leave allowance in this role will be 27 days plus bank holidays (pro-rata if part time), or more depending on 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 18.5%, 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.

### **Lease car:**

This role is not eligible for a lease car.



### 3. The role

Are you passionate about your environment and making it better for communities and wildlife for generations to come? We are!!

You will help foster an environment where people thrive and work together to create a better place for people, supporting healthier and safer communities, contributing to economic growth and ensuring people trust and respect our regulation.

You will help to manage our reputation; influencing initiatives that contribute to our long-term aims and support delivery of the Government 25 Year Environment Plan and Resources and Waste Strategy.

The role of Waste Treatment Manger in Environment & Business fits into our Advise and Shape job family at Grade 7 as a senior role responsible for a team that sets out, and provides advice on how the treatment, transfer and storage of waste should be regulated.

Working with the Waste Regulation Leadership Team, you will help to ensure we develop an even more confident, cohesive and supportive culture and:

- Lead a team that delivers actions to time and budget
- Manage our external relationship with Government and Industry in this fast moving industry sector to ensure we work collaboratively with others to deliver improvements to the way we regulate waste.
- Work as one team across the Environment Agency to ensure we deliver a professional service through continuous improvement, implementation of new ways of working and innovative approaches.

The Waste Treatment Team deal with a wide range of industry sectors who are regulated by the Environment Agency to ensure their activities are properly controlled to protect people and the environment, including:

- hazardous waste treatment sector who manage the most harmful wastes like clinical waste
- wood recycling sector,
- the tyre recyclers
- food waste , composting and anaerobic digestion
- metal and vehicle recycling
- Abandoned waste sites



## 3. The role (continued)

### What skills and experience do you need?

#### Knowledge/Qualifications

You will need significant professional experience of working in a technical environment. This will enable you to demonstrate an ability to understand complex technical issues and present them back to a range of audiences from dedicated waste experts to those who don't work in this sector.

#### Skills/Abilities/Experience

- Proven experience of leading people and delegating management through direct reports.
- The ability to understand a range of information, including technical information, to enable decision making and the communication of complex issues to a range of audiences.
- The ability to understand, develop and influence relationships with external partners like Government, trade associations and regulated industry.
- Able to influence senior leaders within and outside the Environment Agency and develop an effective working relationship with a range of people.
- Prioritising and delivering work to time, cost and quality; focusing on the needs of the customers.
- Able to embrace innovation, challenge existing practices and offer creative ideas to deliver business solutions
- Well-organised and focused; work can be reactive and varied so a flexible work style and pace is essential
- Excellent written and verbal communications skills, able to communicate complex issues to a range of audiences, with the ability to listen and adapt.

#### Top Capabilities

We will test your skills and experience through the following capabilities (see further information on the application process below)

- Leads People
- Builds and Sustains Relationships/Networks
- Influences and Persuades Others
- Delivers Results Through Others





## 3. The role (continued)

### Where will I work?

You will be based in one of our offices situated across England. We can be very flexible about location and can provide the technology and support to allow you to work remotely and from home when this is appropriate.

Locations
<b>North West</b> - Warrington, Preston or Penrith
<b>North East</b> - Newcastle, Leeds, York, Beverley or Rotherham
<b>Midlands</b> - Nottingham, Leicester (Rothley), Fradley (Lichfield), Solihull, Stafford, Kidderminster, Tewkesbury or Shrewsbury
<b>East</b> - Norwich, Ipswich, Colchester (Kelvedon), Ely, Bedford or Brampton, Lincoln, Peterborough, Kettering or Spalding
<b>South West</b> - Bristol, Bridgwater, Blandford, Chippenham Exeter, Bodmin, Bideford, Launceston or Redruth
<b>South East</b> - Welwyn Garden City, London (Westminster), Canterbury, Sevenoaks (Tonbridge), West Malling, Worthing, Chichester, Romsey, Wallingford or Farnham

### Travel

You will work as part of a nationally dispersed team and will be required to undertake regular travel, usually by public transport, to attend meetings, conferences and site visits. We use a range of technology including telephone and video conferencing to minimise travel as far as possible.

Please contact [Malcolm.lythgo@environment-agency.gov.uk](mailto:Malcolm.lythgo@environment-agency.gov.uk) if you would like to discuss the role in more detail.





## 4. What is it like to work with us?

**We think big!** Tackling the challenges facing our environment needs bold thinking and a big picture approach. **We seek partnership** and work with a wide range of people and organisations to identify the best solutions and balance competing interests **focusing on the outcomes** we want to achieve to create a better place. We encourage sustainable development, innovation and progress, saying “**Yes, if** the right safeguards and protections for the environment are in place.”

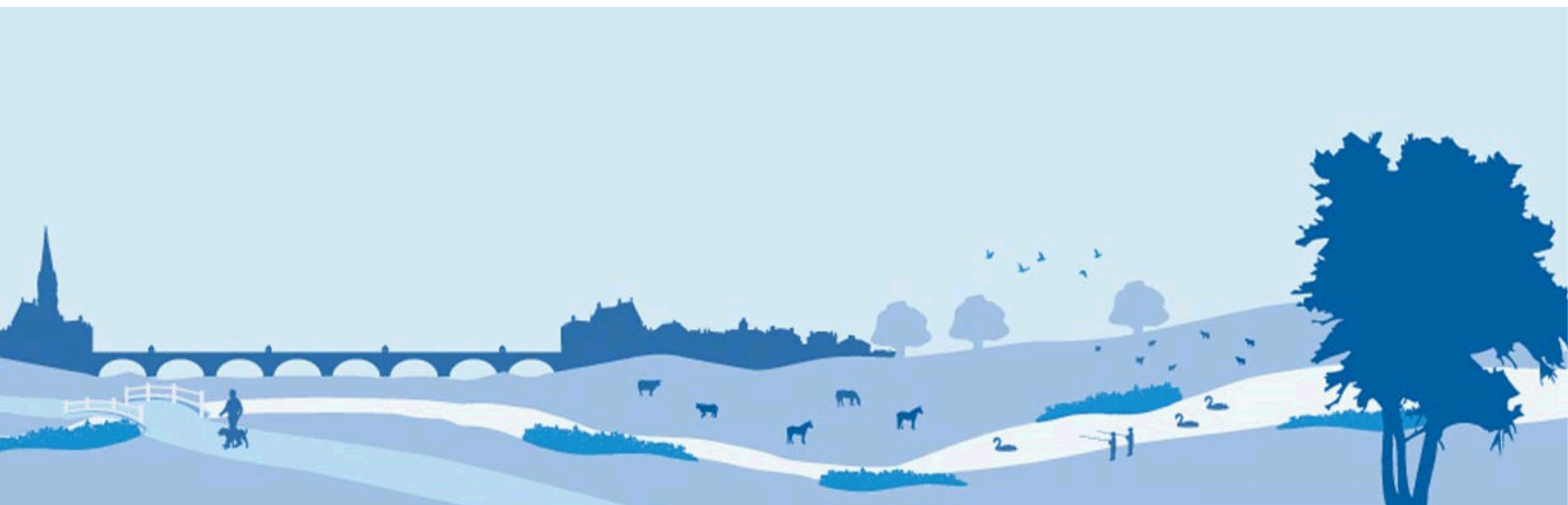
We work as **one team** supporting and trusting each other to do the right thing, **embracing difference** and working to ensure everyone is included in what we do.



I've been with the Environment Agency since 2000, starting as an Environment Officer in a hugely varied role that allowed me to develop a broad range of knowledge across waste and water industries, as well as developing in a specialism at the same time. Everyone uses or sees something the Environment Agency is involved in every day – from using a mobile phone to walking across a bridge over a river to the food we eat to the waste we throw away – not many careers offer that variety and day to day impact on everyone.

That variety means you need to be flexible, adaptable, enjoy solving problems sometimes in high pressure situations and enjoy contact with a wide variety of customers. The depth of knowledge of the people here is immense – there is always someone to ask advice or get support from no matter the subject. One of the Environment Agency's biggest assets is its people and there is a really strong teamwork ethic. It's like a big family where we value everyone for who they are and what skills they bring. There are lots of opportunities to socialise, participate in networks outside of your day to day role and many people make friends for life here. Your health and wellbeing is important with access to corporate support systems and we actively encourage a great work life balance.

The Environment Agency supports your professional development with a clear pathway and can pay for a membership of a professional organisation each year. We value a wide variety of skills including using initiative and resourcefulness to achieve the positive environmental outcomes we work towards. Sometimes we need to be firm with operators or companies who need to comply with the law, so you need to be resilient, use influencing skills and work as a team to get the right result for everyone and the environment. There is huge satisfaction of improving and protecting the environment, making it a better place for us all to work and live in. You can make a real positive and direct difference to people's lives every day



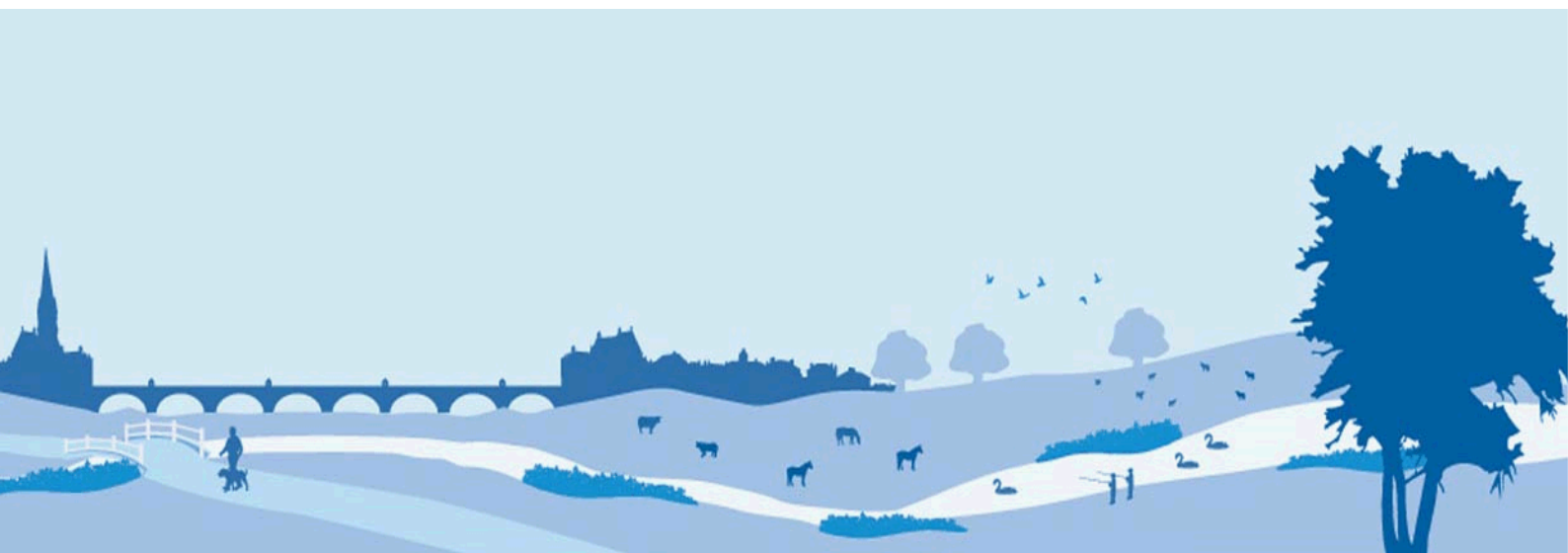
## 4. What is it like to work with us? (continued)



I have worked in waste for over 33 years, starting as a regulator in Leicestershire and developing in a number of regulatory roles in North Wales and the South West. I joined the Environment Agency on its inception in 1996 as a Regional Waste Officer, joining the South West waste team later that year from Wales.

The Environment Agency has given me the opportunity to work at a high level with industry and Defra on projects including Landfill Directive and IPPC implementation. I also worked in Malta helping them with waste regulation when they joined the EU.

I enjoy the challenge of developing new ways of working, drafting and implementing legislation and working with internal and external customers to improve regulatory ask and compliance. The Environment Agency has also supported me in working flexibly to enable me to achieve a good work/life balance and it has given me the freedom to achieve high standards of work in the way which best suits my style of delivery.



## 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 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.



## 5. Further Information (continued)

### 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>

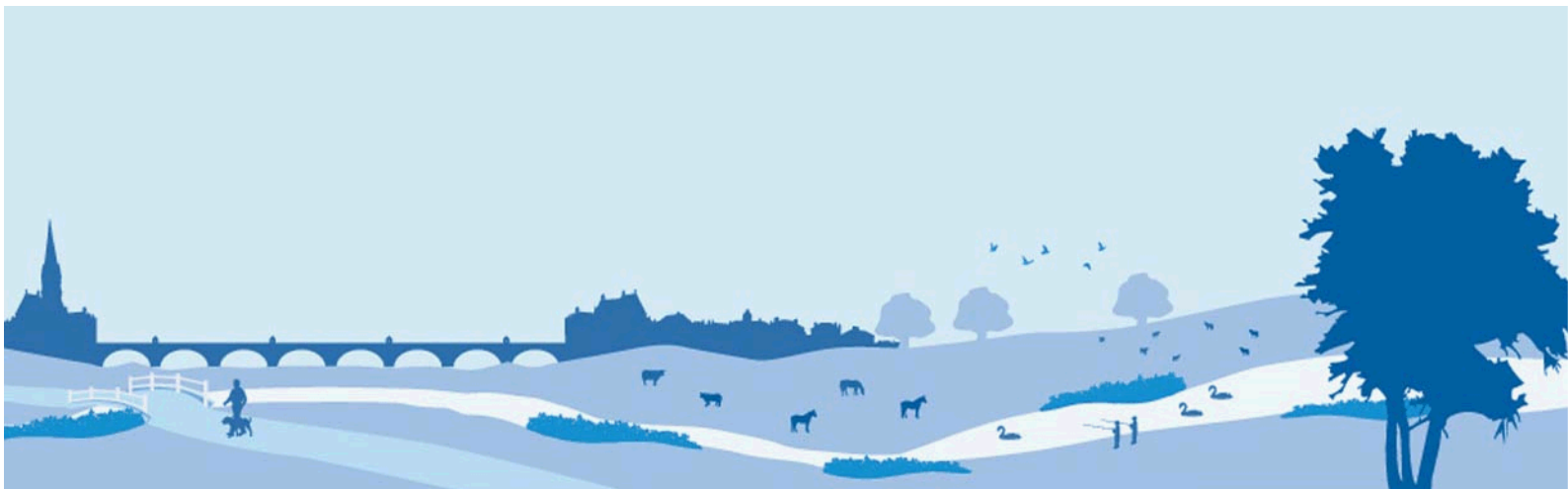


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LinkedIn



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## 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. 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.



## 6. 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.





## 6. 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@sscl.gse.gov.uk](mailto:ea_recruitment@sscl.gse.gov.uk)

### **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><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 final salary pension scheme. Contributions are based on your full time equivalent pay and range between 5.5% and 12.5%. The Environment Agency contribution is currently 18.5% of your pay.</p> <p><b>Holidays</b> Attractive annual holiday entitlement starting at 25 days (or equivalent) 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>Family Friendly Benefits</b> Discounts on selected childcare products and services via MyLifestyle.</p> <p><b>Travel &amp; Transport Benefits</b> A range of travel and transport benefits via MyLifestyle.</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 for DSE users.</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> Events and activities including subsidised events and discounts.</p> <p><b>Health Discounts</b> Optional discounts provided by a number of external providers and health clubs via MyLifestyle.</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><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>

