

create a better place



Senior Environment Officer – London Borough Barking & Dagenham (LBBD) Liaison – Contract / Assignment 18 months

Candidate Information Pack

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

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

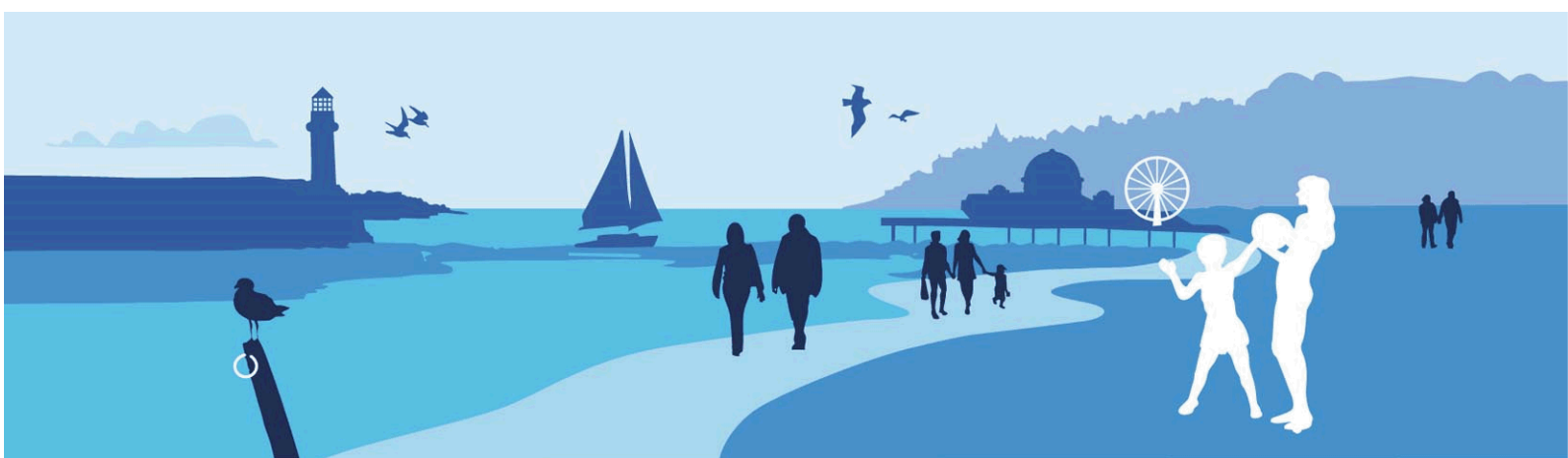


Job title: Senior Environment Officer – London Borough Barking & Dagenham (LBBD) Liaison – Contract / Assignment 18 months
Job location: Welwyn Garden City
Date: 14th February 2018
Reference: 7656

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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

[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: £34,330 pro-rata

Location: Alchemy, Bessemer Road, Welwyn Garden City, Hertfordshire, AL7 1HE

Hours of work: 37 hours FTE,
Fixed Term for a period of 18 months

Leave entitlement: Your leave allowance in this role will be 27 days plus bank holidays pro-rata.

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. 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.

Lease car:

This is a lease car qualified role.



3. The role

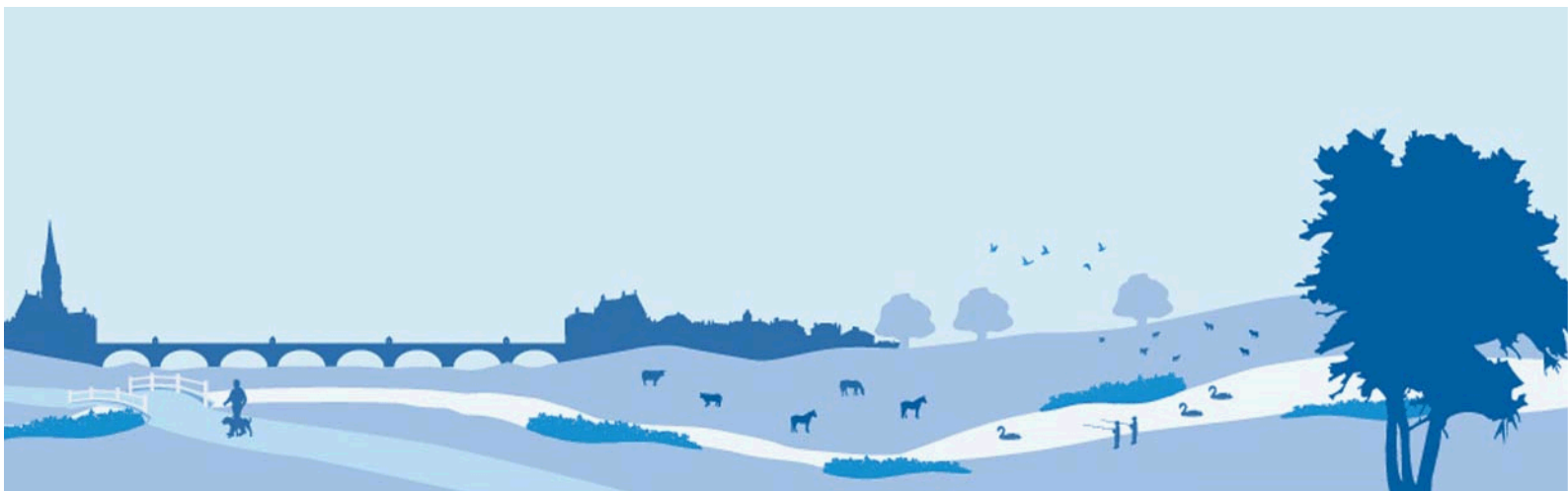
Role

To be a technical mentor and specialist advisor to team members and others across an Area by providing support on environmental regulation, operational responses and incidents to ensure the team achieve their environmental objectives within a defined geographical location.

Principal accountabilities

1. Provide specialist guidance to operational teams and customers (including technical pre-application advice) to influence compliance with Environment Agency policy/legislation/best practice ways of working and contribute to the delivery of business plans.
2. Keep up to date on changing legislation/best practice externally, to inform internal priorities and appropriate alignment.
3. Contribute to the development of Environment Agency policy/process at national/local level and monitor and advise on effective implementation in the business, in line with environmental targets.
4. Lead or participate in projects, providing functional/specialist input to improve ways of working and business change and efficiency.
5. Build and sustain effective relationships with operational customers to understand issues and provide effective response/steer for operational needs.
6. Mentor and coach team members on policies, procedures, practices and techniques equipping them with the knowledge and skills to deliver their work in an effective manner.
7. Check compliance with environmental and permit standards and undertake enforcement action including surveillance, inspection, monitoring, surveys and other investigations.

8. Contribute to the successful implementation of emergency plans, including acting as 'site controller' during incidents to ensure effective, timely and safe response to emergency incidents.
9. Encourage and develop a safety conscious culture within the team to deliver work programmes without risk to the health and safety of the team or any other individual.



3. The role continued

Knowledge/Qualifications

Degree or equivalent in scientific, engineering or geography based subject combined with experience in a regulatory related field is essential

Professional Qualifications Requirements

Membership of a professional institute or working towards it is desirable.

Skills/Abilities/Experience

- Experience of coaching and mentoring others.
- Evidence of planning and implementing actions to achieve corporate and environmental objectives.
- Experience of influencing external customers and internal colleagues and of delivering results
- Evidence of the interpretation of technical guidance and an ability to translate these into practical solutions for customers, colleagues and the environment.
- Experience of delivering environmental compliance and/or environmental outcomes in accordance with a relevant legislative regime.

Essential Additional Information

- Some national travel may be required
- A driving licence is essential
- Some standby and on-call work is expected



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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female 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.

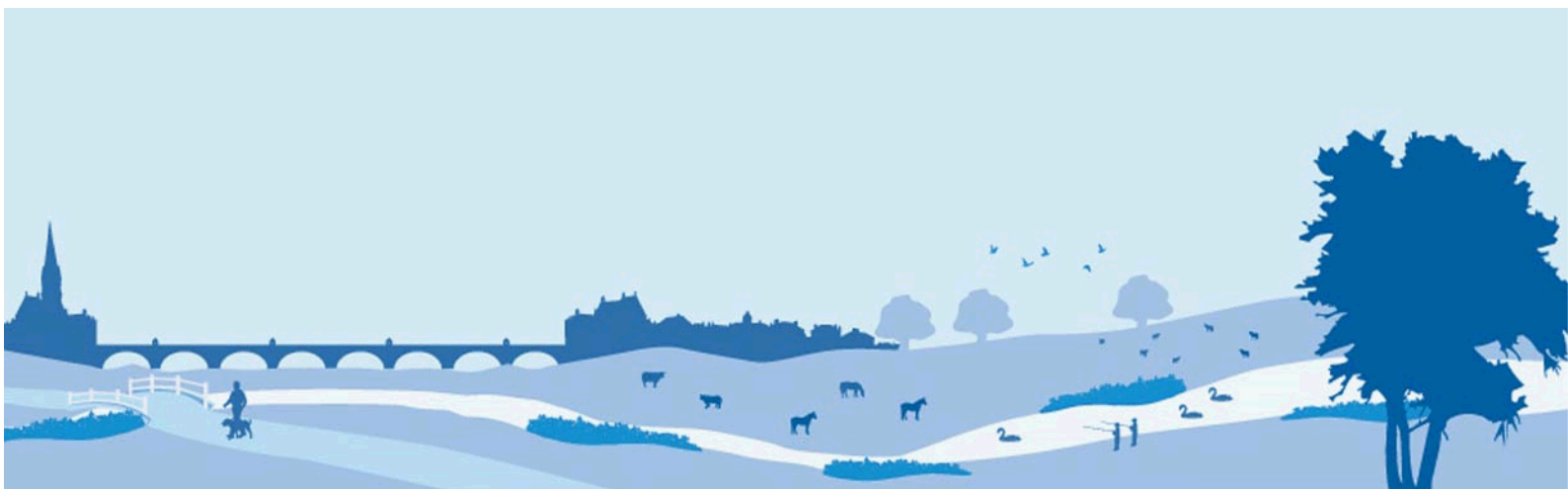
- The role's base will be at LBBD offices for a minimum of 3 days a week and therefore will attract outer London Weighting. Reporting to HNL EM Team Leader.
- You'll be expected to do some rostered out of hours standby and on-call work
- We encourage a culture of continued professional development, and will reimburse fees for membership of one relevant professional body.
- We welcome applications from part time and full time candidates.
- This is a lease car qualified role.
- We anticipate interviews will be held week commencing 19 March 2018
- For further information please contact Jenny Melvin jenny.melvin@environment-agency.gov.uk

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.

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



4. 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>





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.

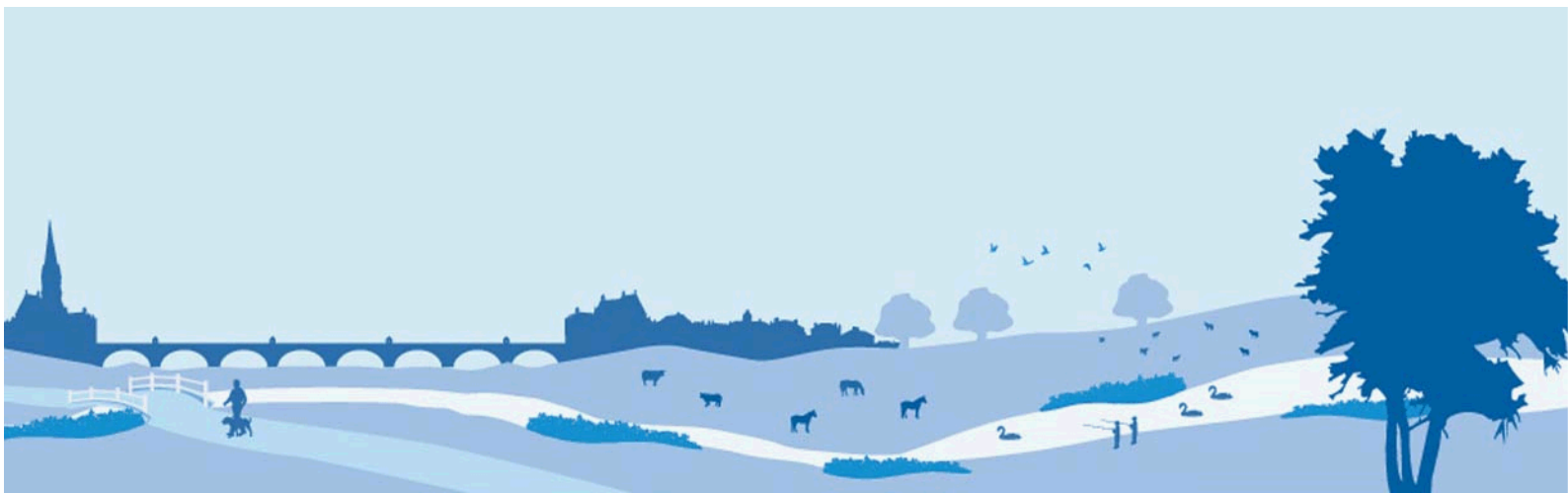
The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

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 602 6099 or email 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.