

create a better place



# Deputy Director for Economics, Social Science and Flood Research

## 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:** Deputy Director for Economics, Social Science and Flood Research  
**Job location:** Bristol, Leeds or London (other locations may be considered)  
**Closing Date:** 24 February 2019  
**Reference:** 123983

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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:** £68,000 to £90,000 (pro-rata - if part time or an assignment)

**Location:** Bristol, London or Leeds (other locations may be considered)

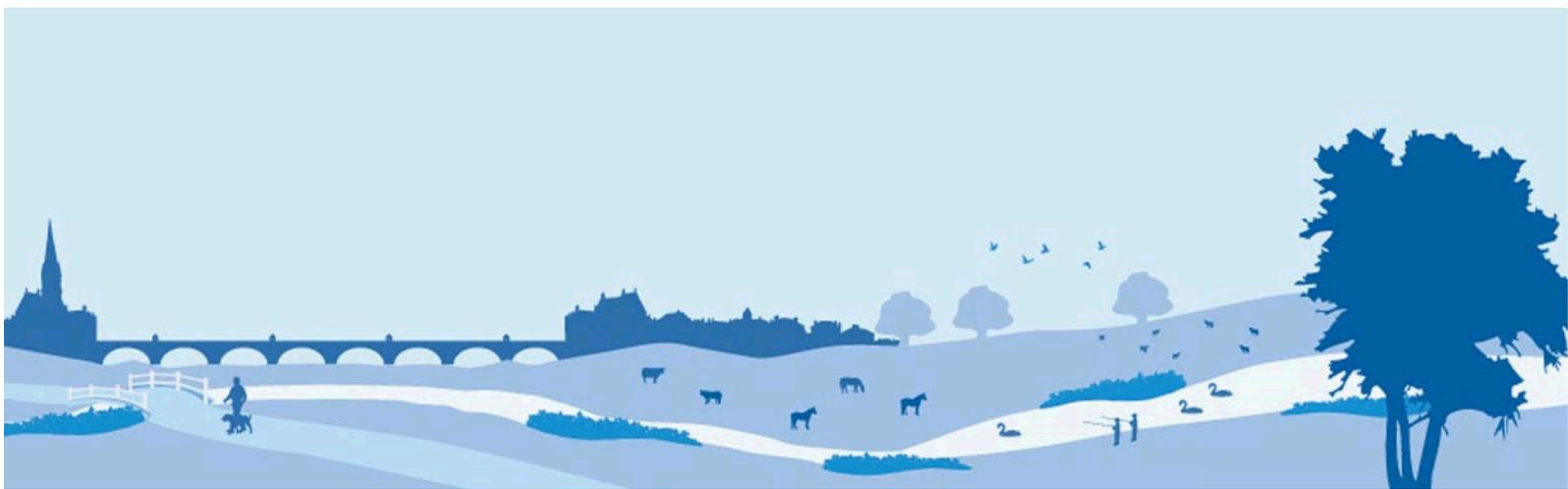
**Hours of work:** 37 hours, permanent

**Leave entitlement:** Your leave allowance in this role will be 27 days plus bank holidays (pro-rata - if part time or an assignment).

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. Whilst you are in the scheme we will 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.

### **Tenancy deposit loan:**

Our Tenancy deposit loan scheme assists permanent employees and individuals employed directly by the Environment Agency on a Fixed Term Contract of more than 3 months, to cover 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 and can be paid back over a period of up to 12 months (or by the end of your fixed term contract, if you are employed for less than 12 months), directly from your monthly salary.



## 3. The role

### Role

The Economics, Social Science and Flood Research teams provide the expertise and research behind the decisions we make. As Chief Economist, you'll lead an outstanding team of technical staff and be accountable for all of the Environment Agency's economic analysis. You'll lead a team of around 30 economics, social science and flood research specialists to ensure we continue to make sound business decisions, deliver good value for money and use the latest science and evidence to improve the way we operate as an organisation.

You and your team will combine business knowledge and technical expertise to provide the answers the Environment Agency needs. Looking at every element, from assessing the value of the country's Natural Capital to scrutinising the economic case for individual investments in flood and water infrastructure, you'll ensure we make the right decisions in the long term.

You will be an outstanding leader, capable of working with people from a variety of technical backgrounds and helping to translate their work into meaningful insights for the organisation and to inform opinion formers. As well as building strong internal and external relationships, you'll seek to form strong partnerships with key players in government to deliver the Environment Agency's strategic aims. This role will play a central part in defining the future direction of the Environment Agency and influencing the thinking of key players in government and beyond.

The role reports into the Director of Flood and Coastal Risk Management (FCRM) Strategy and National Adaptation. As the Chief Economist your role will be cross cutting covering all aspects of the Environment Agency's work including sustainable economic growth, climate change adaptation and the Government's 25 Year Environment Plan. You will play an active role in leading the organisation, embodying our values and enhancing the wellbeing of our staff.

Your team will be based across the country, with bases in London, Bristol and Leeds, and you'll have high profile meetings all over the country, so you'll need to be happy to travel. Your excellent interpersonal skills will see you able to manage your team both face-to-face or remotely.

### Principal accountabilities

**The key accountabilities of the role are to:**

- Lead the Economics, Social Science and Flood Research teams, helping them to produce outstanding analytical work that influences how our organisation and our partners operate

- Provide professional leadership and assurance for the Economics and Social Science professions
- As Chief Economist, be accountable for the quality of appraisal and business cases undertaken in the Environment Agency and provide sound economic advice to the organisation including informing Spending Review and investment plans
- Act as sponsor for the Flood and Communities Research programme, a £1 million programme to deliver high quality research into the science of flood and coastal risk management.
- As a Deputy Director in the FCRM Directorate, provide leadership to the organisation and embody our values, leading colleagues effectively through change where necessary
- Provide economic advice on responding to key organisational changes, including those arising from EU Exit
- In addition, you will be required to influence, advise and engage with external national stakeholders at the highest level (e.g. Department for Environment, Farming and Rural Affairs (DEFRA), OFWAT and HM Treasury)
- As a member of the leadership team for the FCRM directorate, you will be instrumental in promoting its strategic direction and ensuring its key objectives are met. This is a high profile role which will require national travel and regular out of hours working.

### **Key Attributes**

You will be an established Economist. You will have exceptional communication and influencing skills, enabling you to form long-lasting professional relationships and deliver stretching objectives.

Credible, influential and inspiring, you're an engaging leader with solid experience developing and managing a team.

You will be a strong and decisive leader; able to deliver outcomes, either directly or via others, under pressure and a high degree of public scrutiny.

You'll have the strength of mind – and personality – to influence complex issues and gain all-important buy-in from all levels of staff, as well as key stakeholders and external bodies. You know exactly what you want to achieve and you'll make it happen.



## 3. The role continued

### **Knowledge/Qualifications**

Suitable economics qualification, educated to degree level or equivalent

### **Skills/Abilities/Experience**

- Experience of leading and influencing government and other expert / technical organisations
- Leading and managing multi-disciplinary teams
- Proven experience in developing and influencing strategic outcomes with a range of stakeholders
- Experience of communicating complex ideas and proposals effectively within a large organisation which has operational delivery functions
- Well-developed ability to delegate management activities through senior direct reports



## 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.

The role will require national travel on a regular basis.

### **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 has passed.



## 4. Further information continued

### **Eligibility to apply and continuity of employment cont.**

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.

### **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>

To discuss the role in more detail please contact Julie Foley, Flood Risk and Coastal Management Director of Strategy and Adaptation: [julie.foley@environment-agency.gov.uk](mailto:julie.foley@environment-agency.gov.uk)





## 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.

In order to apply, please submit your CV and a covering letter. **Please note – you must upload your CV and covering letter as one document/file on the recruitment system (do not submit them as separate documents).**

### Curriculum Vitae

Your CV should be of no more than three A4 pages in length. It should be tailored to the requirements of the post and include details on your current and most recent role, skills, experience, notice period and salary. It should also include your current postal and email address and contact telephone number(s). In line with our commitment to equal opportunities, please note that your application does not need to include your date of birth.

Please note that the shortlisting panel do not have access to the personal details or identity of applicants at this stage of the process. Your application will be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

### Covering Letter

Your covering letter should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role around the following capabilities, which are:

- **Leading and Communicating**  
Effectiveness in this area is about leading with empathy and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness and opportunity for all and a dedication to inclusivity. It is about establishing future vision; managing and engaging people with honesty and integrity, and upholding the reputation of the organisation.

- Seeing the big picture  
Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the Corporate plan. It is about being aware of the political and public context of work. It means taking account of wider influences to develop long terms plans that maximise opportunities to add value and achieve better environmental outcomes.
- Changing and Improving  
To be effective in this area you need to be responsive, resilient and seek opportunities to create effective change. This is about creating and contributing to a culture of innovation and supporting people to consider and take managed risks. Doing this well means continuously seeking out ways to improve and innovate
- Focuses on Customers and Partners – Achieving Effective Outcomes  
It's about maintaining an economic, long term focus on all activities in your area. It's about identifying the needs of customers and interested groups, using these to initiate innovative partnerships and agreements to provide the greatest value, ensuring tight control of finances, resources and contracts.

## 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@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.