

create a better place



Waste Permitting Officer Grade 4

Candidate Information Pack



Job title:
Job location:
Date:
Reference:

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: £28,123 (pro-rata if part time)

Location: Various (Birmingham, Nottingham, Warrington, Bristol)

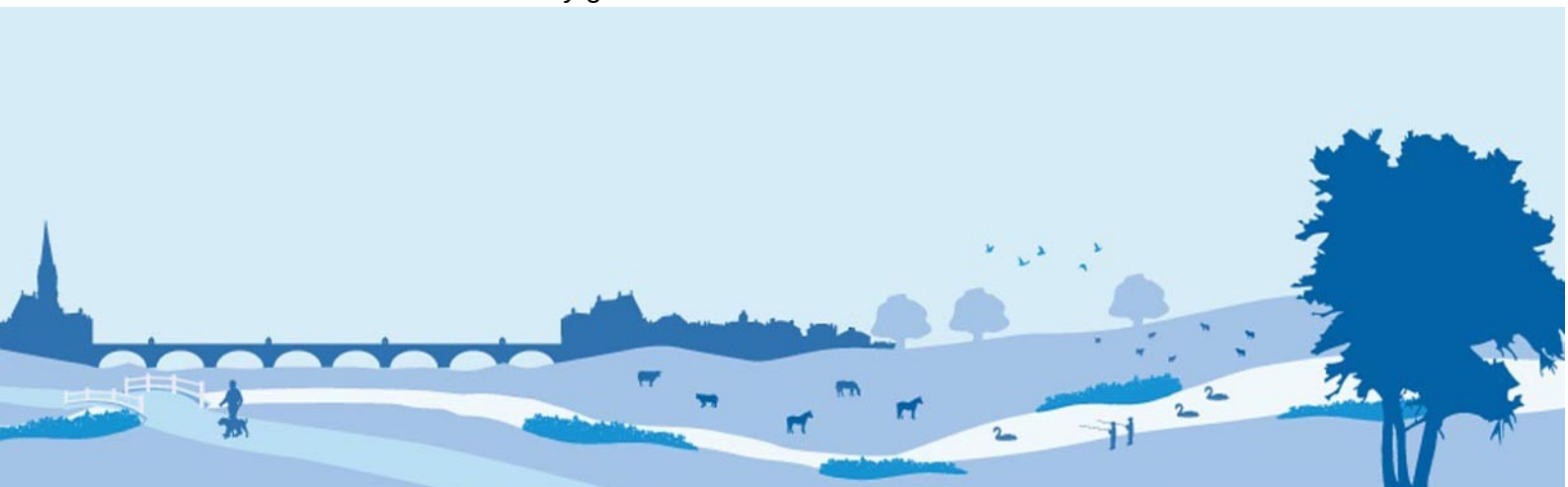
Hours of work: 37 hours FTE, permanent

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.

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 19%, 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.

As government restrictions continue to lift, Defra group is exploring future ways of working with flexibility in mind. This means, that subject to business need, successful candidates will be offered the option to combine working at home with working at their contractual Defra group workplace, with occasional travel to other work locations. Further information relevant to this post will be available for candidates invited to interview.

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.



2. Salary and benefits continued

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 Team

Environment Agency Permitting Teams' primary role is to protect the environment and support sustainable economic growth through determining applications for environmental permits and licences. Additional areas of work include providing advice and guidance to our internal and external customers and supporting other functions at the Environment Agency, including flooding and environmental incident response.

Permitting is the foundation of the regulatory cycle, and crucial to the economy, people and wildlife. Waste Teams determine applications for sectors including deposit for recovery, metals waste, waste electrical and electronic equipment, clinical waste, and inert landfills. This can include sites of high public interest.

We work together across NPS nationally and in friendly, helpful and supportive teams.

What skills do you need?

The role of a Permitting Officer varies, and you will need to demonstrate several key skills and personal characteristics. You will be expected to:

- Have technical knowledge of some sectors and amenity issues such as; deposit for recovery, metals, waste electrical and electronic equipment, waste treatment, inert landfill, refineries, metals, oil and gas, noise, odour, dust, air quality, habitats, or fire prevention plans.
- Have knowledge or experience in environmental management and environmental risk assessment. Experience of environmental permitting would be beneficial including: site management, providing pre-application advice, making or assessing applications, regulating against, or reviewing permits.
- Clear and concise verbal and written communication skills.
- Ability to develop and maintain good relationships with internal and external customers.

- Manage your time and organise your workload
- Have experience of training and/or mentoring staff in a variety of styles and platforms.
- Meet team and personal performance targets
- Make, and justify, sound and timely decisions
- Work independently, but also within your team sharing your learning
- Be computer literate
- Be passionate about the environment and have a willingness to learn about environmental regulation.



4. 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 Waste Permitting Officer fits into our Environment and Regulation job family at grade 4. Please contact the vacancy manager if you would like to discuss the role in more detail.

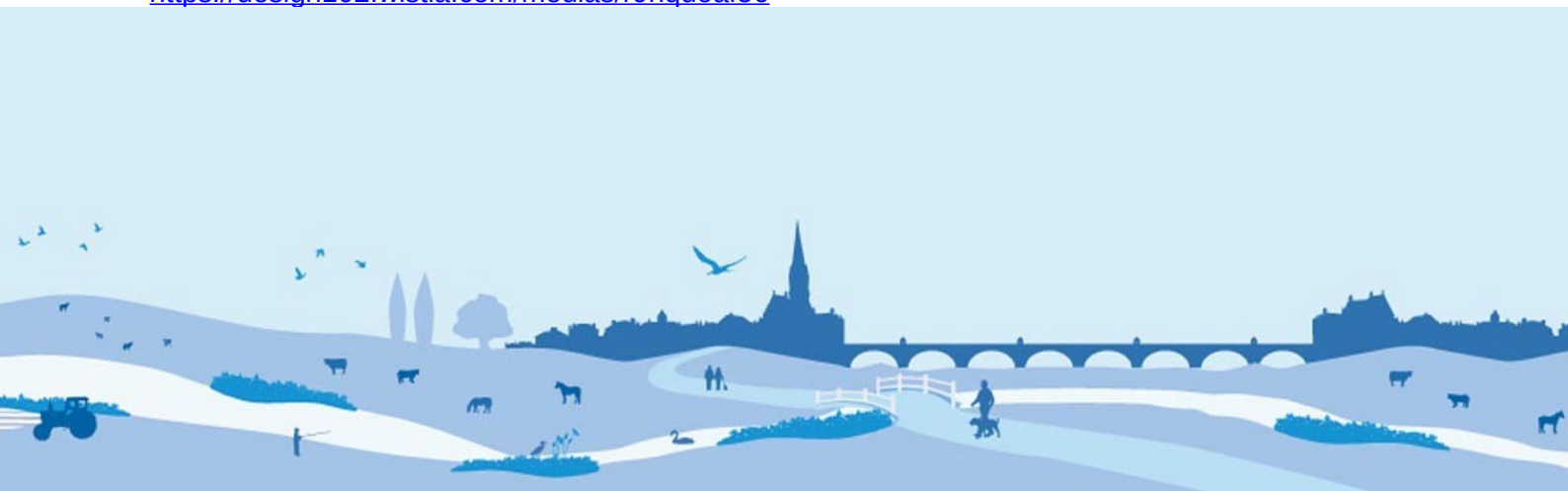
This is an exciting opportunity for an enthusiastic and motivated Permitting Officer to join the National Permitting Service (NPS) waste regime at various locations. You will determine complex applications and deliver pre-application advice for waste environmental permits for a range of sectors.

The role will require you to be able to manage a busy workload assessing a suite of applications at any one time. You'll pro-actively manage your own workload, seeking support and escalating issues as appropriate, to deliver high quality and risk-based environmental permitting decisions to tight deadlines. To achieve this, you'll have excellent interpersonal skills to develop and maintain working relationships with customers. You must be prepared to have difficult conversations with customers and be able to clearly explain your decisions.

In exchange for your hard work, you'll have the opportunity to further develop your skills, expertise and career in this fast-paced environment, for example by taking on a lead role or getting involved in project work such as a permit review programme.

Please see what permitting is all about in this video link:

<https://design102.wistia.com/medias/r9nquoaf56>



4. The role continued

What else do you need to know?

We anticipate that the teams will work both in the office and at home in the future. Some travel to other locations may be required to attend meetings and training.

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

To help bring the role to life, here are some views from current Permitting Officers:



Irene Nyakwezi
Nottingham
Installations Team

I am a Permitting Officer in the Nottingham Installations Permitting Team. I have worked in this role for nearly 2 years now. I determine applications mainly in the combustion sector. I recently joined the biowaste treatment permit review team which is working toward bringing existing plants to comply with the recently published best available techniques.

I find my role fulfilling because it provides me the opportunity to influence several operators in reducing pollution risk and achieving better environmental outcomes. The role offers so much learning in a vast scope of environmental topics and no two applications are the same. I couldn't recommend it more for someone who is keen to learn.

I feel that the Environment Agency provides a positive work environment and has a great culture. I have felt supported and really enjoyed working as part of a kind, fun and passionate team. This has made it so much easier to learn and grow in technical competence even during the pandemic.



Ammier Clarke
Birmingham
Waste Team

I started working at the Environment Agency 2.5 years ago, fresh out of university. First as a temporary employee and now in a permanent Permitting Officer post. In my time here I've been amazed by how much there is to learn about permitting. Every day is a school day working here and if you enjoy learning new things this is the place for you. Sometimes the amount of information can seem daunting but there is a real culture of team working in the National Permitting Service. So though some of the work may be complex, I've never felt like I had nowhere to turn for help.

Being fresh out of university when I started this post, I was nervous that I would be going into an environment where I wouldn't be given time to learn the "soft skills" that only come with work experience, however luckily for me, I was given all the time, mentoring and other development opportunities I needed to quickly get up to speed.

The EA has proved itself to be one of the most flexible organizations I've ever been a part of. There is a culture of respect and understanding here and it is obvious from day one that this is an organisation that takes diversity and inclusion seriously.



Kate Cummins
Warrington
Installations Team

I have been working for the Environment Agency since 2003, and as a Permitting Officer in Warrington Installations team since 2007, working mainly on the permitting of intensive pig and poultry farms.

The work is varied and challenging; no two sites are the same and it is really interesting to assess the risks from farms on both human health and the environment, ensuring the protection of both whilst enabling businesses to adapt and expand to meet the market demands for food production. As a result, I have been involved in several contentious sites, and the legal challenges faced with refusals and appeals. I have been fully supported throughout, having a wealth of experience to call on from the various other specialist teams within the Agency when needed, whilst being trusted to work independently and manage my own workload.

I am currently the national sector lead, which has been a great development opportunity, enabling me to be involved in some of the bigger decision making for the ever-changing issues the sector faces, allowing me to input in to improving the process, guidance and templates for the job, and ensuring colleagues get the training and support they need.

I love working for the Environment Agency, our team are like a second family, and everyone is supportive of each other. The flexible working arrangements are a big added bonus too, allowing a great work/life balance.



Bethany Smith
Warrington

I am a Permitting Officer in the Warrington Installations Permitting Team. I have been working in the Agency for 2 years, I started off as an Intern in Water Quality Permitting Team where I was introduced to permitting and the Agency. I graduated from the University of Leeds in 2019 with a Masters of Geology, my knowledge of geology gave me the confidence to apply for a role in Installations Permitting with an interest to focus on Landfill Permitting. Fortunately, I was successful in my application.

Since joining my Installations Permitting Team, I have discovered the vast variety and diversity of installations. I have worked in different sub sectors and now focus on Landfill, Food and Drink and Medium Combustion Plants. The variety of sectors allow the flexibility to learn and grow knowledge across different sectors, ensuring the job is always stimulating. The support of training and mentors have allowed me to

Installations Team

comfortably grow and develop my skills in permitting. Conservation of habitats is an important aspect of permitting I have had the opportunity to become a conservation lead, providing support to colleagues with queries relating to conservation and helping to review habitats risk assessments. With such a large variety of projects, Installations permitting allows development of a multitude of skills from time management, communication, risk-based decision making, and problem solving.

The Environment Agency is an amazing place to work with support and respect felt from all levels of the organisation. Outside of NPS people are also able to support the Agency during incident responses, as the agency is a category 1 responder. I work as a Logistics Officer for the area of Cumbria and Lancashire, this is a very fulfilling role. The Agency prioritises wellbeing and supports flexible working assuring everyone can have a work-life balance.



5. Training and development

At the EA, it is fundamental to our success that our staff have the appropriate knowledge and understanding in order to effectively deliver our work. We will therefore invest significantly in providing you with excellent training opportunities.

Our training and development programme has been designed to ensure that you develop a good understanding of Environmental Permitting Regulations and further develop your personal effectiveness skills. You will develop technical knowledge by receiving training in environmental permitting.

What will the training be like?

The training will be a combination of:

- On the job training, computer based learning and virtual classroom sessions;
- Coaching and mentoring from more experienced staff, to assist you in determining applications for activities or sectors which are more complex than previously experienced;
- In-house training sessions, for small groups delivered by technical leads to address newly- emerging priority work areas; and

This training process provides you with an overview - a platform for you to build your knowledge upon using live permits or licence applications.

Training Journey

New Starter Training

In your new starter training, you will complete four main topic models – Induction, General Permitting, an area of permitting specialism and Personal Effectiveness skills.



5. Training and development continued

What will the New Starter Training cover?

The new starter training modules will cover the following:

- Health, safety and wellbeing
- Introduction to the Environment Agency
- Environmental Permitting Regulations
- Environmental Risk Management

- Issuing and Maintaining permits
- Records Management and Data Protection
- Incident Response
- Customer service

Continuous Professional Development

Your learning certainly doesn't stop upon completion of the new starter training – you are only just getting started! During your time with the EA, you will learn an awful lot by continuing to work on permits or licence applications as no two are ever the same.

We all learn at different rates and in different ways, which means there is some flexibility in the pace and progress of your ongoing training. In addition, there is no prescriptive program for what a Permitting Officer is taught after they complete the new starter training. Your learning will be somewhat influenced by the work that we are requested to deliver by our customers. We need to make sure that we are best able to deliver a service that exceeds the needs of our customers and that our staff have the required technical skills to help us achieve our potential and maximise our productivity.

We encourage our officers to be proactive in developing themselves. You may come into the role with no prior specialist knowledge, but there will be plenty of opportunities for you to specialise (according to your interest or your ever-developing work experience). Even if you are a specialist



5. Training and development continued

already, there is always opportunity for you to diversify as we deal with such a huge range of technical areas.

This training will help you develop your knowledge on a variety of technical areas, which you will apply to your permit determinations. Your development will be structured through the following tools:

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

- 1.1 A Technical Development Framework (TDF), which enables you to track and plan your development journey. TDFs take the high level technical capabilities for your job and describe the specific technical activities, tasks and indicators relevant to your role at each competency level. Progression through the TDF represents your developing skills and knowledge.
- 1.2 Achieving “Practising Environmental Regulator” (PER) status, for officers who meet a prescribed level of capability within the TDF. This title is endorsed by industry certification bodies.
- 1.3 You can also apply for Chartered Status if you meet the criteria for your relevant Professional Body. You will benefit from the Environment Agency paying for your annual subscription to your one chosen Chartered Professional Body.

This is a demanding but rewarding training and development programme, in which there is always more opportunity to learn. To succeed you will need to be self-motivated and take active ownership of your personal learning and development.



5. Training and development continued

What will I achieve?

As a Permitting Officer you will issue and maintain permits to protect the environment and support economic growth. As you gain more experience you will assist with providing pre-application advice to internal and external customers, whilst enhancing the EA's reputation.

In the past, Permitting Officers have developed themselves sufficiently over time through these roles, to progress to other roles elsewhere in the Organisation (such as Compliance teams and other areas of the business) in which they can share their permitting knowledge.



6. Is this the right career for you

The Permitting Officer role is varied and demanding, but it is very rewarding too. As with all jobs, some people are better suited to the role than others.

To help you decide if this is the right job for you, we have put together the following list of situations you may find yourself in as a fully trained Permitting Officer. You won't encounter these types of

situations every single day, of course. But we would like to be honest with you so that you know if the role is something you will enjoy doing. If you are not sure whether the job is really for you, ask yourself and be honest – about how you would react to these situations having received the relevant training and development.

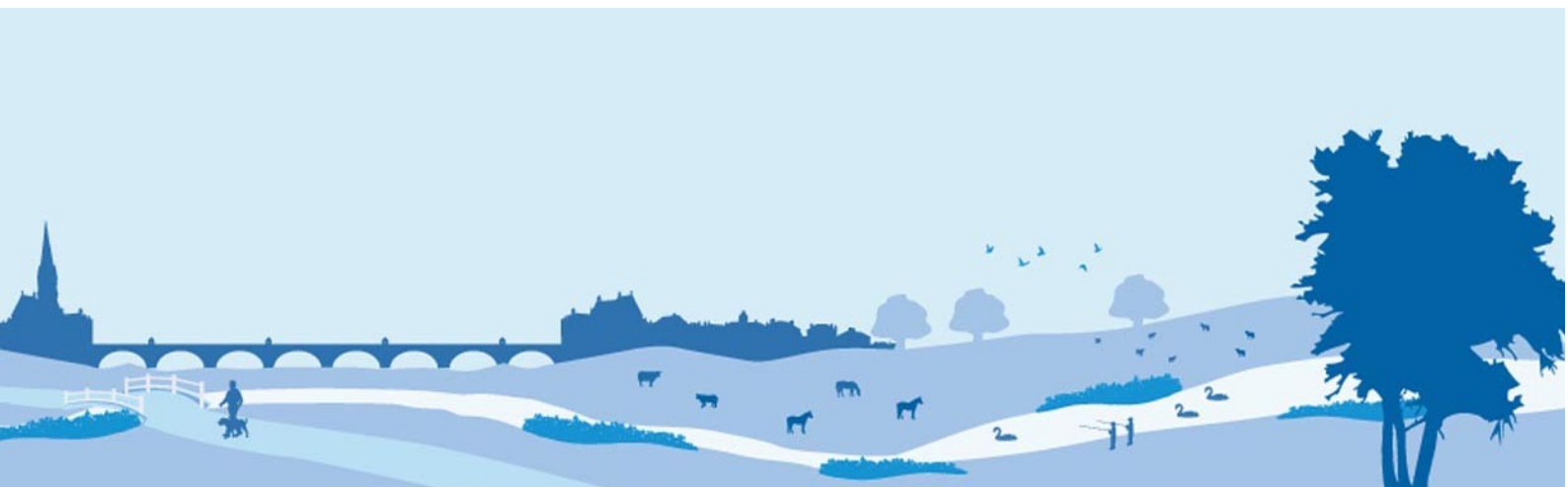
- You are working on a number of complex permit applications, each very different. All have deadlines at a similar time. It can be difficult to prioritise which you should spend your time on.
- You must make a risk-based decision on an environmental permit application when you have conflicting information and / or there is no clear policy.
- You do not have sufficient information to progress a permit application despite already requesting further information from the applicant. You know that the applicant needs the permit to secure a contract. You need to decide whether to request the information again or return the application and ask them to reapply when they have the correct information, knowing that this may mean that they lose out on the contract.
- You are dealing with an applicant who has limited technical proficiency, knowledge of environmental issues and the skills necessary to run their site in an environmentally responsible way. They may be evasive in their correspondence with you. You will need to be clear and direct in your communication style.
- You are struggling to get hold of an internal stakeholder. They have not returned your emails and calls, but you are unable to progress your existing work without their input.



One of the many great things about being a Permitting Officer is that you will genuinely make a difference for people and the environment. Here's what else you can expect in the day in the life of a Permitting Officer:

- The opportunity to work on a huge range of permit applications - varying in industry type, size and complexity – no two sites are ever the same.
- As part of your team you play a vital role in permitting variations to environmental permits, which include extra monitoring to allow us to assess changes to activity which might impact the environment.

- A continual and varied development programme to help you constantly grow your knowledge and skills – see the Training & Development section.
- Working with operators to make environmental improvements on site e.g. increasing stack height to reduce air emissions, cleaning up contaminated land, reducing use of raw materials or improving water quality through better treatment.
- Whilst your job is office based, you get the occasional opportunity to go on a site visit with your colleagues who regulate a site. This gives you an invaluable insight into how the site operates and helps you to issue a robust permit.
- Undertaking periodic permit reviews to ensure that all operators continue to meet the latest and strictest environmental standards.



7. 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.

All assessments and interviews will be carried out using an online platform such as MS Teams.

Interviews are scheduled to take place during January 2022

For any other queries about the role please contact NPS_recruitment@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.



7. Further Information continued

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

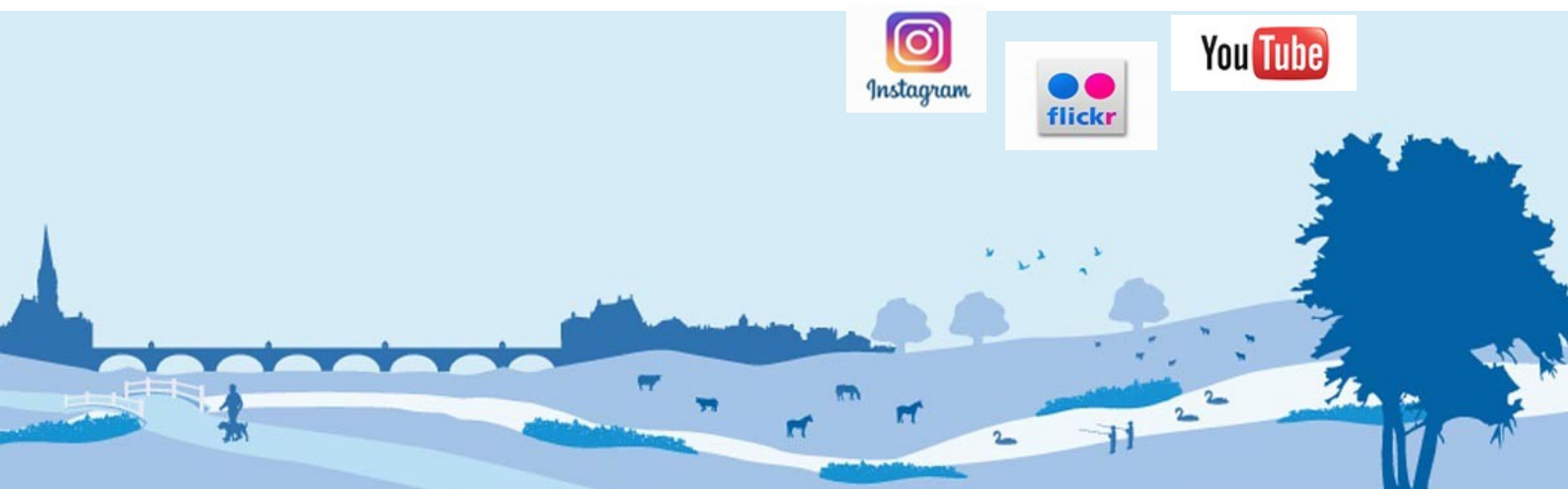
We apply the Baseline Personnel Security Standard (BPSS) check when recruiting staff to our posts. This includes a basic criminal records check.

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>



8. 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.



8. 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

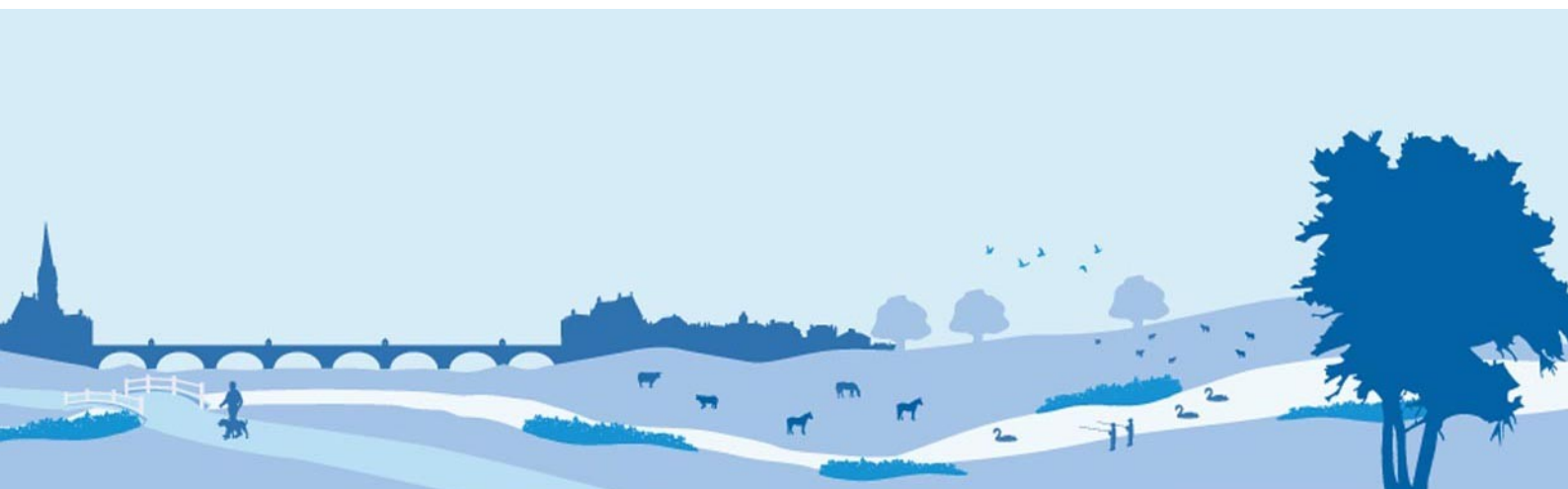
We're keen to know what makes you right for the job you're applying for and why we should ask you in for an interview. The competence questions/statements are your chance to convince us!

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.



8. 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	Training & Development	Work/life Balance	Health & Wellbeing	Finance
<p>Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p>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.</p> <p>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</p> <p>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p>Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p>Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.</p> <p>Examination Leave Paid leave for exams and revision for approved studies.</p> <p>Professional subscriptions We will pay the membership fees for one relevant professional association.</p>	<p>Flexible Working Flexible working patterns including job share.</p> <p>Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs</p> <p>Local Benefits These vary from region to region.</p>	<p>Interest Free Loans For season tickets, bicycles and safety equipment.</p> <p>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.</p> <p>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.</p> <p>Tenancy deposit loan scheme Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Relocation Assistance Free Car Parking</p>

