

create a better place



## Estates

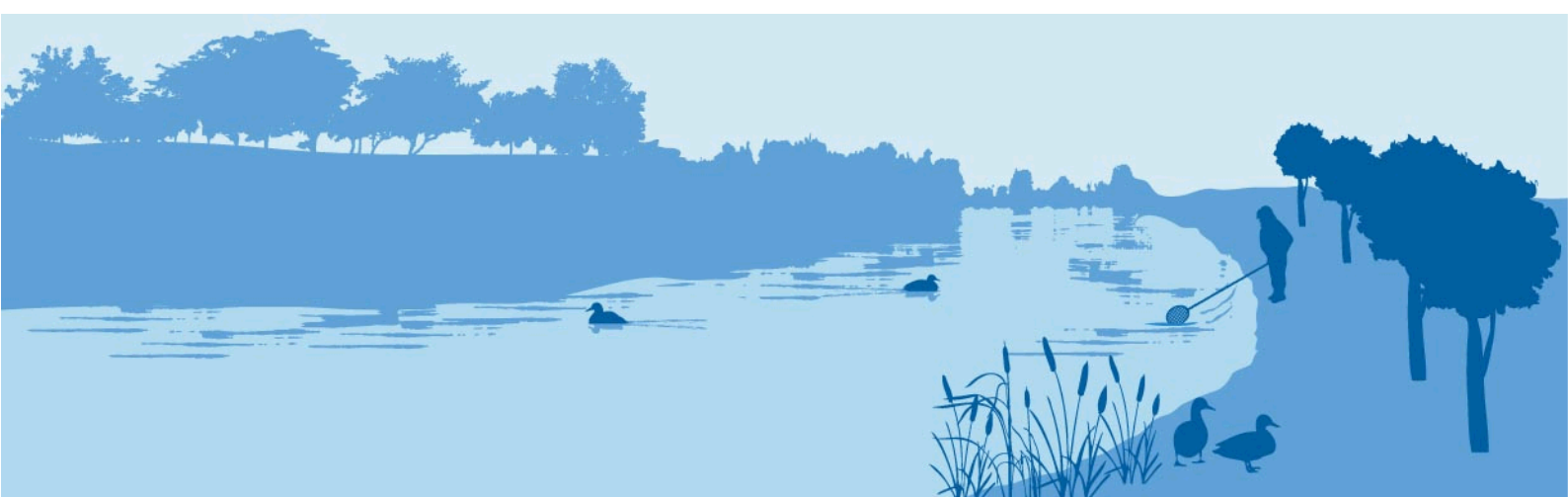
## Candidate Information Pack

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

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

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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 would be possible without the professionalism and dedication of our staff. 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](http://www.environment-agency.gov.uk)



## 2. National Estates

### Our role

The national Estates team offers professional support for the Environment Agency on land, property, compensation and valuation matters. Our experienced Chartered Surveyors specialise in negotiating site access and acquiring interests where appropriate so that our frontline colleagues can do their work; from taking water samples to delivering large engineering and construction projects. We deal with compensation claims from land and property owners where they have suffered loss as a consequence of the Environment Agency's work.

We also manage the Environment Agency's landholdings and we seek the best financial and environmental benefits from our land without compromising the many and varied purposes for which we hold the land.

We also look after around 100 houses that the Environment Agency owns for operational purposes.

We are committed to providing an exemplary and professional service that exceeds customer expectations, is innovating and delivers value for money. People, the environment and how we do things run through our core. We want our people to be brilliant, enabled, empowered and fulfil their potential and find working for us life enhancing.

### Supporting projects and schemes

The projects that we support range from the expansion of our hydrometry and telemetry network to our biggest flood alleviation schemes. We support the business by negotiating site access and acquiring interests where appropriate. From project inception to completion we advise on property-related risks and opportunities and how best to deal with them. We advise on likely costs and values to help with project planning and budgeting. As projects and schemes progress we handle any compensation claims, ensuring that settlements are always fair and represent the best value for the Environment Agency.

### Managing our residential portfolio

We manage a portfolio of residential properties owned by the Environment Agency to help us perform our operational duties.

We ensure that the properties are well maintained and that we comply with our legal requirements and duties as landlords. We regularly review our housing stock and sell any surplus properties.

### Managing our land and property

We manage the Environment Agency's landholdings which extend to some 26,000 hectares, to maximise their financial and environmental value. We work with our customers to identify and dispose of surplus property. We derive the best income from our land by identifying and managing lettings, while ensuring there is no conflict with operational needs and sustainability. Income from lettings is currently worth around £2m per year. We regularly review and inspect our landholdings and advise the business on opportunities for lettings, potential disposals and other ways to maximise our assets.



## Our teams

### National Estates

We are national service which comprises of five operating units and is also supported by a national technical support team. Our operating units cover five geographical areas, North, Central, East, South and South West. Our surveyors work flexibly beyond those boundaries, but our customers always have a local point of contact. The operating units, led by Estates Operations Managers, are made up of property professionals who carry out the main technical function of the service, dealing with our customers face-to-face.

### Support Teams

Our technical support team comprises senior technical advisors, a resource planner, data and information officers and support staff offering a wide range of expertise to support the estates service as a whole. All of our 'once' activities take place here from managing projects and contracts, to improving processes and systems.

### Contractors

As well as providing services in house, we also procure some services externally to provide specialist advice and to help manage peaks in workload and provide resilience. We have a national framework contract to enable us to procure these services consistently and efficiently, all estates services must be commissioned through the Estates Team.

## Roles within Estates

Our estates offices are located in Exeter, Leeds, Lincoln, Peterborough, Reading, Solihull, Warrington, Welwyn Garden City, and Worthing.

We have various opportunities in offices across the country.

Current vacancies can also be found by visiting the jobs page on our website.

[www.environment-agency.gov.uk/jobs](http://www.environment-agency.gov.uk/jobs) here you can also request to receive notifications when vacancies you may be interested in become available.

## Current vacancies in Estates

### **Assistant Estates Surveyor (*Known internally as an Estates Officer*):**

**Salary £27,138 + lease car and benefits package**

**Office Locations: Peterborough or Welwyn Garden City**

This role is ideal for someone who is recently qualified or working towards their RICS qualification, with a working knowledge in a professional estates service.

In this role you would be involved in such things as:

- Helping to deliver our national flood risk programme
- Land entry, acquisition and compensation negotiations
- Estates management including leases and disposals

### **Skills/ Experience/ Qualifications**

Recently qualified or part qualified and working towards RICS qualification, you may already be working in a similar position or just finished your education. Wherever you are on your career path as a surveyor, this role may be right for you.

You will:

- Have an understanding of compensation and acquisition or valuation and estates management
- Have excellent communication skills
- Have good organisational & prioritisation skills.
- Be able to develop and maintain good relationships with internal and external customers and stakeholders.
- Hold a full driving licence

## **Estates Surveyor**

**Salary £34,330 + lease car and benefits package**

**Office Locations:**

**Permanent vacancy – Exeter or Worthing**

**12 Month fixed term vacancy - Lincoln**

This role is aimed at someone who is already RICS qualified (including AssocRICS) and has relevant land and property experience.

Working in this role you will:

- Support the delivery of our capital flood risk programme
- Take the lead role on compensation and land matters
- Manage our estate, dealing with leases, rent reviews, residential management and disposals
- Deal with land entry, acquisition and compensation negotiations

### **Skills/ Experience/ Qualifications**

We are looking for someone who already has their RICS qualification (including AssocRICS,)

You will have experience of working as a Surveyor in a professional estates service and able to demonstrate detailed knowledge in one or more of the following areas:

- A good understanding of planning, property and compensation legislation and of compulsory purchase procedures.
- Providing advice on land and compensation matters to minimise project risk and compensation liabilities. Negotiating access to land, securing appropriate interests and settling compensation claims.
- The management of a diverse land and property portfolio including property management, valuation and landlord and tenant issues to provide sustainable land use and deliver best practice.

You should be able to balance work to ensure that tasks are achieved and have good interpersonal skills in order to build networks and influence both internal and external customers/stakeholders and the effective resolution of issues. You should be able to identify and implement areas of best practice.

## **Senior Estates Surveyor**

**Salary £43,777 + lease car and benefits package**

**Office Locations: Reading, Exeter, Worthing, Peterborough or Welwyn Garden City**

This role is aimed at someone who has been qualified for several years with extensive surveying and possibly people management experience.

Working in this role you will:

- Take a lead estates role in high profile projects
- Advise on Property related risks and opportunities
- Lead on all aspects of Estate management including leases and disposals
- Be given the opportunity to coach, mentor and lead others.

### **Skills/ Experience/ Qualifications**

This role is ideal for someone who has been qualified for several years and has a wide breadth of surveying knowledge and experience. You may have some people management experience or maybe looking to develop yourself further by taking on this additional responsibility.

You are an experienced surveyor, who is able to demonstrate expertise in one or more of the following areas:

- Have a good understanding of planning, property and compensation legislation and of compulsory purchase procedures.
- Providing advice on land and compensation matters to minimise project risk and compensation liabilities. Negotiating access to land, securing appropriate interests and settling compensation claims.
- The management of a diverse land and property portfolio including property management, valuation and landlord and tenant issues to provide sustainable land use and deliver best practice.
- Experience in dispute resolution with a high level of influencing and negotiating skills; the ability to reconcile conflicting interests with tact and diplomacy.
- Ability to identify and implement areas of best practice.

You are able to balance work to ensure that tasks are achieved and have excellent interpersonal skills to build networks, influencing both internal and external customers/stakeholders and the effective resolution of issues.

## **Estates Building Surveyor**

**Salary £43,777 + lease car and benefits package**

**Office Locations: Reading**

This is a senior surveying role aimed at experienced surveyors 5 years post qualified. As a Building Surveyor for the Estates service you will primarily focus on the residential estate.

Working in this role you will:

- Manage void works and refurbishment projects, which will involve you preparing specifications, assessing tenders and monitoring the works
- You will also act as liaison with specialist contractors and oversee responsive repairs and statutory inspections service, ensuring it meets agreed Key Performance Indicators and delivers a safe and value for money service.
- You will be the expert for the business and provide advice to the operational teams, who regularly procure building surveyor services as part of the support to the flood risk capital programme.

### **Skills/ Experience/ Qualifications**

You will:

- Be MRICS or MCIQB qualified
- Be 5 years post qualified with a proven track record of delivering results in an operational environment.
- Have a good understanding of planning, building regulations and health & Safety requirements.
- Be able to demonstrate experience specifying and managing minor works and larger projects up to £500,000.
- Have excellent communication and networking skills
- Be a role model to the wider estates team.
- You will hold a full driving licence.



## **Estates Operations Manager**

**Salary £54,940 + lease car and benefits package**

**Office Locations: Peterborough, Welwyn Garden City, Exeter or Reading**

This role is aimed at RICS qualified experienced property professionals. Leading one of our frontline operational teams, you will be able to motivate, enable and empower our people to deliver a professional Estates service that exceeds customer expectations, through an innovative approach which delivers value for money. Working in the Environment Agency will mean that the environment will be at the heart of everything you do.

Working in this role you will:

- Lead, motivate and develop your team, one of five frontline Estates operational units.
- Develop and maintain a delivery strategy
- Build networks and influence both internal and external stakeholders to build strong partnerships and maintain a positive reputation.
- Lead on technical and professional issues at a senior level internally and externally.
- Manage professional support for major capital projects.
- Manage a diverse operational land and property portfolio advising on all property matters.
- Manage budgets and manpower resources including external consultants.

### **Skills/ Experience/ Qualifications**

This role is ideal for someone has been qualified for many years and has a wide breadth of surveying knowledge and experience. You will also be able to demonstrate you have people management skills and/or experience.

You will:

- Have experience of working in a Professional Estates Service environment, including developing and communicating Estates Service strategies.
- Have experience managing and supporting major capital/operational projects.
- Have strong people management and leadership skills with the ability to lead, coach and develop dispersed teams.
- Have the ability to discuss technical and professional issues at a senior level internally and externally with a wide range of organisations on all land and property issues.
- Be able to manage budgets and manpower resources including managing external consultants.
- Have excellent communication and networking skills
- Have excellent influencing and negotiating skills
- Be a role model to the wider estates team.
- Hold a full driving licence

## Surveyor Spotlight

### One of our estates surveyors says:

I first started undertaking work for the Environment Agency over three years ago when I came on a 12 month secondment from the south west Estates framework contractor (Stags). I was working 3 days a week in the office as maternity cover in the Estates Officer role. The more I became involved with the Estates Team and the work, the more I enjoyed it and I was really surprised at the massive variety of interesting work that came in to the team on a daily basis.

During my secondment I was also completing my APC and I qualified at the first attempt in May 2015. The work and experience I gained at the Environment Agency was integral to passing my APC and I am sure that without this I wouldn't have passed so quickly. I was given a huge amount of support from the other Surveyors in team especially considering I wasn't actually an Agency employee at the time.

In October 2015 I successfully applied for the Estates Officer position on a permanent basis. I recently applied and was successful and gaining a promotion into an Estates Surveyor position.

I have now been working for the Agency officially for almost two years and thoroughly enjoy the job. I particularly enjoy the diverse nature of the work and the amount of responsibility I've been given to deliver significant (and interesting) flood defence schemes as well as a range of other work including estate management. Help is always on hand should I need it both from with the Estates Team and from the other teams we work closely with, but I'm trusted to make decisions and take ownership of the work I deal with, which I have found to be quite refreshing and a great motivator to direct all my efforts towards my work.

Some of the more interesting bits of work I've dealt with:

- Negotiated a cable option agreement and the subsequent way leaves and easement for a solar park
- Negotiated with a national housing developer to grant a right of way as part of a Section 106 agreement
- Assisted with obtaining a planning application to alter the driveway at a residential property and subsequently instructed the sale of the property.
- Granting of an FBT combined with a variation/ extension to an existing stewardship agreement.
- Met with the Crown Estate in London to negotiate an agreement to purchase sand as part of a beach recharge scheme
- Undertaken a range of compensation claims in connection with various flood defence schemes. Claims ranging from loss of grazing, to loss of profit claims to claims involving the loss of profits from cuttle fishing being affected by a scheme.

# 3. Salary and benefits

Join us and you will enjoy the following benefits:

**Grade Rate:**  
*Pro rata if part time*

Grade 4 - Assistant Estates Surveyor - £27,138  
Grade 5 – Estates Surveyor - £34,330  
Grade 6 – Senior Estates Surveyor & Building Surveyor- £43,777  
Grade 7 – Estates Operations Manager - £54,940

**Hours of work:**

Full time 37 hours per week.

**Leave entitlement:**

Your leave allowance in these roles will start at:

Grade 4 – Assistant Estates Surveyor – 25 days  
Grade 5 – Estates Surveyor – 27 Days  
Grade 6 – Senior Estates Surveyor & Building Surveyor – 27 Days  
Grade 7 – Estates Operations Manager – 27 Days  
*You will also be given bank holidays in addition to the above*

Leave entitlement increases with length of service up to a maximum of 30 days plus bank holidays.

All Leave is pro-rate if part time

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% & 12.5% depending on salary, for these roles your contributions will be between 6.5% & 8.5%. 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.

**Work/life balance:**

We genuinely 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 want all our staff to feel valued and respected and to see this as a great place to work. Diversity: it's in our nature.



## 4. Further information

As a national team with work and customers across England, in some of our roles you may be asked to undertake infrequent national travel usually to London or Birmingham.

We are fully committed to having an inclusive workforce to reflect the communities we serve. We welcome applications from candidates seeking flexible working patterns, including job share. Please highlight any information regarding preferred flexible working arrangements on your application.

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.

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.

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>

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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.

If you require further information please contact [RecruitmentEstates@ea.gov.uk](mailto:RecruitmentEstates@ea.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.

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. (For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.) 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?' and '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.

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

As part of the application process you may be asked competence questions. 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 (750 for an overall statement). 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.

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

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.

