

create a better place



Area Director – South, Solent & Downs

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: Area Director
Job location: South, Solent & Downs
Date: Dec 2020
Reference: 16182

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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

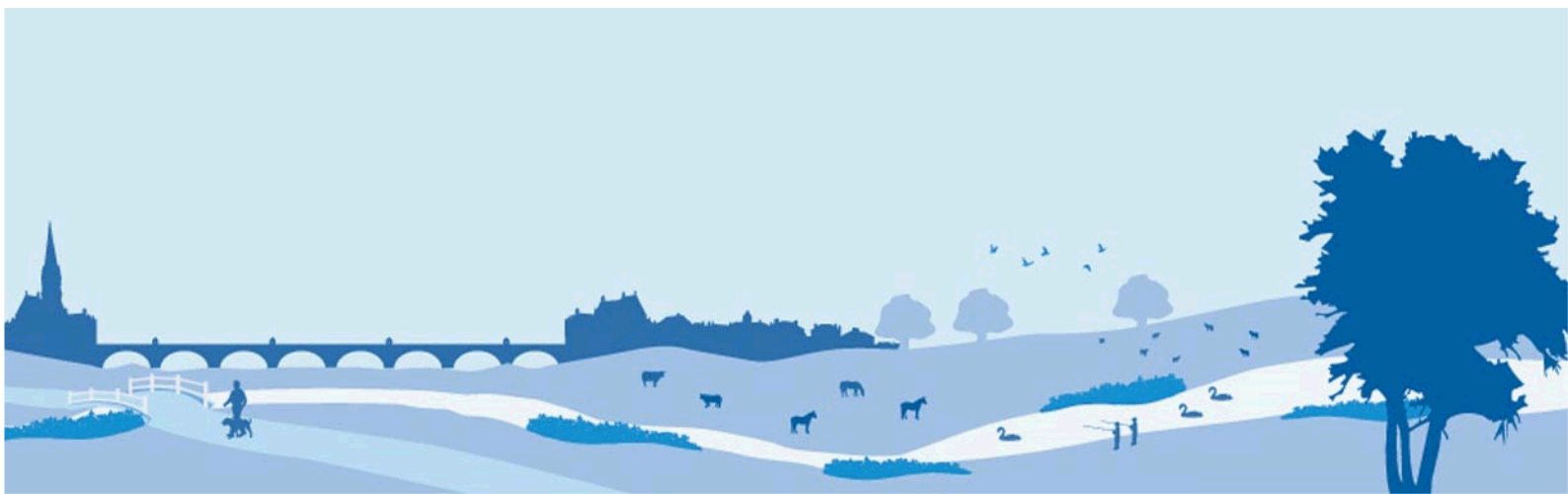
[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

Join us in this role and you will enjoy the following benefits:

Grade Rate:	£70,000 - £90,119
Location:	Guildbourne House, Chatsworth Road, Worthing, BN11 1LD
Hours of work:	37 hours per week, permanent
Leave entitlement:	<p>Your leave allowance in this role will be 27 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.</p> <p>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.</p>
Pension:	<p>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.</p> <p>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.</p>



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.



3. The role

Role

An exciting opportunity has arisen at the Environment Agency to create a better place for people, wildlife and the environment across southern England.

As Area Director, Solent & South Downs, we'll look to you to deliver positive environmental outcomes. You'll be at the forefront of strategic direction and action, harnessing £multi-million budgets and hundreds of dedicated people, and working across the business as part of a dynamic group of executive managers. An inspirational person, you'll lead and motivate your staff to deliver the very best results for people who visit, live and work in Hampshire, Isle of Wight and East and West Sussex.

From handling major incidents to enabling continuous improvement and innovation, you'll be accountable for the operational delivery of all aspects of our business for the Area. You'll also be expected to manage the reputation of the Environment Agency at a local level by building productive relationships with numerous influential external stakeholders, including politicians, public and third sector organisations, and heads of business.

Our ambition is to create a nation resilient to climate change, with healthy air land and water. A nation that enables green growth, and has a sustainable future. Come join us.

You'll be responsible for a team of talented individuals and over three hundred staff. You will report directly to the relevant Director of Operations, and form part of a dynamic, diverse and inclusive team across South & East England.

We're looking for applicants who believe that providing great leadership is fundamental to our ability to protect the environment and effectively serve the communities we live in.

You'll have excellent communications skills, good judgement, and be a great collaborator and facilitator. These positions require a level of diplomacy commensurate with a high profile role in public policy and senior relationship management. Alongside these responsibilities you'll be rewarded with a level of trust and inclusion in guiding the Agency successfully through some of the biggest challenges – and opportunities – facing environment, economy and society.

You must be passionate about developing others, be innovative in your thinking and be a team player. You'll also possess strong organisational skills - all essential to delivering a busy portfolio of work.



3. The role

Principal accountabilities

- Influence the strategic direction of your geographic Area to ensure delivery of the corporate strategy and environmental outcomes.
- Control and take accountability for delivery in your local geographic Area.
- Lead, develop and motivate operational teams to ensure business plans are delivered and adapted to ensure the achievement of customer and environmental outcomes.
- You will lead your management team to deliver results on time, to required standards and in line with organisational processes and procedures.
- Lead, develop and embed a culture of effective change management to adapt to, optimise and support the changing needs of customers.
- You will be accountable to and manage local customer relationships with the Regional Flood and Coastal Committees, Local Authorities and MPs. You may also have an account manager role for a national business or company.
- You will be part of a team of 14 other Areas – sharing best practice and using resources flexibly.
- You will be accountable for consistency where it is needed.



3. The role continued

Skills/Abilities/Experience

- Proven experience of operational leadership across a diverse range of teams, delegating management through senior direct reports and managing large budgets.
- The ability to understand a range of information to enable decision making.
- The ability to understand, develop and influence high level complex relationships with external partners and to translate strategy into action for the environment.
- Experience of managing a large team across a complex organisation and matrix management to deliver a technical and professional service.
- Ability to influence senior external and internal customers plus sound political acumen.
- Excellent communications skills and being confident to articulate environmental issues to political and technical groups and individuals.
- Ability to make decisions that can appear unpopular.
- A proven track record of providing clear, balanced advice and professional leadership at Board and senior management level on a wide range of strategic, operational and sensitive issues.
- Experience of successful management of internal communications to support employee engagement in a complex organisation.
- Experience of effective crisis communications and decision making under pressure and during times of incident response.



3. The role continued

Skills/Abilities/Experience

- Excellent interpersonal skills with an ability to lead others, especially during periods of change.
- An individual with a crucial capacity for judgement, and the ability to decide what to do, how to do it, and how best to communicate to all involved.
- Able to demonstrate continuous, thoughtful, and consistent communication with all customers and stakeholders.

Please contact sarah.chare@environment-agency.gov.uk if you would like to discuss the role in more detail.



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.

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.



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>





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.

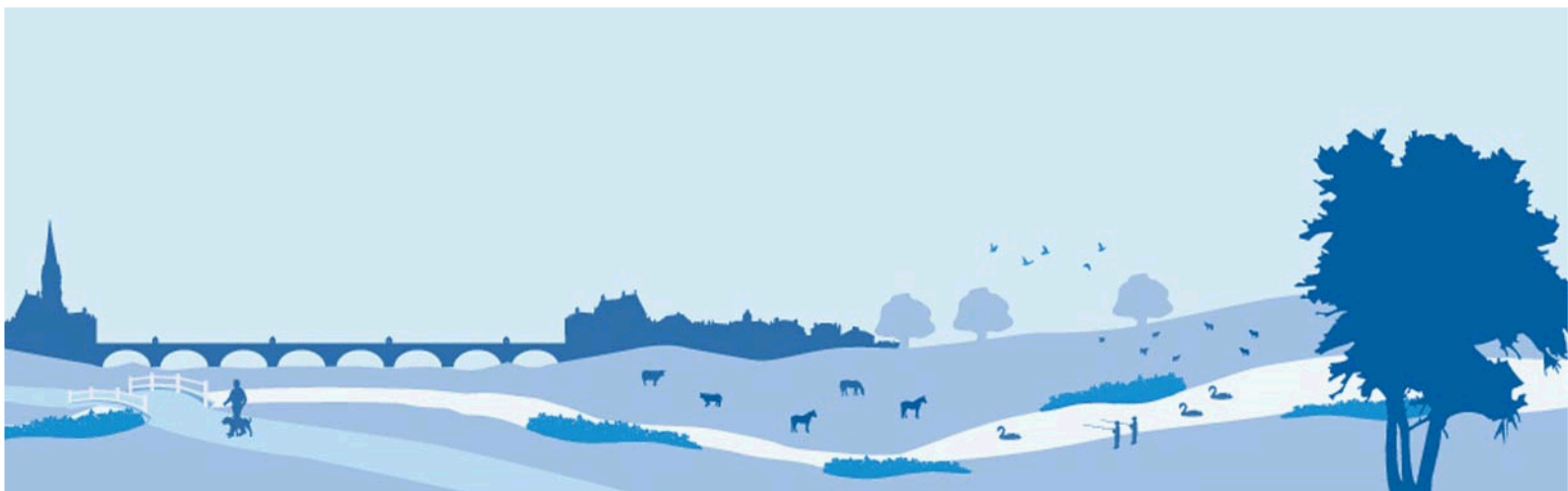
The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

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).

Applicants should attach documents in one of the following formats:

- '.doc'
- '.docx'
- '.pdf'

A '.dotx' file it is not a recognised format and therefore will not be visible for sifting.

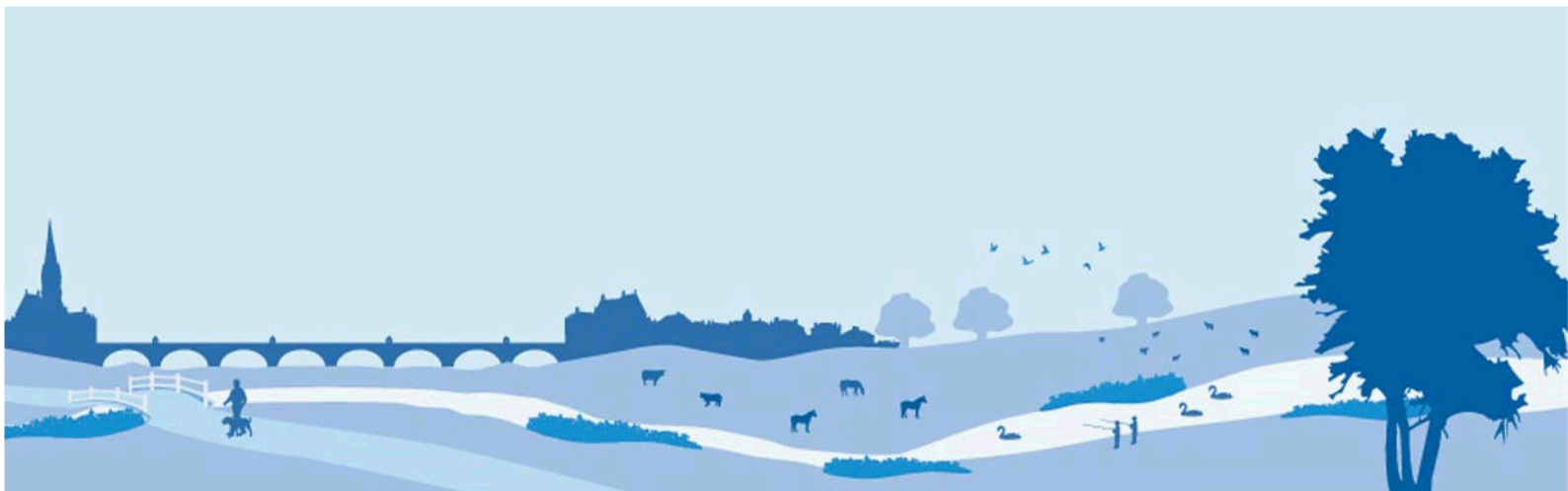
Curriculum Vitae

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.

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:

- Effectively collaborating/ influencing with a wide range of stakeholders and developing relationships



5. How to apply continued

- Your experience of major programme delivery in comparatively complex work environments
- Leading and managing large teams delivering

Anonymity

Please note that in order to maintain anonymity during the shortlisting process, it is **very important** that you do not include any personal details on your CV or covering letter which could identify you. The aim at this stage is for your application to be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.

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.

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.



5. How to apply continued

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