Grade : 4	Profile reference:AS04
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Job Family Role Profile: Advise & Shape, Grade 4

- *This is a generic role profile. It aims to outline the requirements of roles broadly within the job family and grade detailed above rather than provide the requirements of a specific job*
- *This profile should be used as a template to help 'frame' the right size and shape of work undertaken locally*
- *For further guidance on how to use job family role profiles effectively, please see the Easinet*

Job Family Description

Roles in this family provide specialist advice internally and to external bodies that help inform and shape working regulatory approaches, policy and legal decisions for the organisation.

This involves working collaboratively with a range of partners, including government, businesses, regulators, international partners, and others, in an advisory capacity. Influencing outcomes by building and maintaining effective relationships.

Roles in this job family may work to understand policy and translate this into workable and effective processes.

Purpose Statement

The contribution and key purpose of roles in this job family at this grade. It indicates the typical degree of independence these roles hold. Note: names of roles are intended to illustrate the type of roles at this grade and are not related to job title.

Acts as officer or analyst, working in support of the interpretation and implementation of legislation and policy to ensure the best outcomes for the organisation, our partners and the environment.

Roles may also contribute to project activity in support of these activities.

Roles at this level are characterised by the requirement to work proactively, seeking out information and keeping customers and service users appraised of progress.

These roles have autonomy to work within established processes and procedures but refer to others and are subject to supervision.

Representative Accountabilities

The key areas of work and responsibilities for these roles. Points identify typical areas of outputs and suggest anticipated results but are not exhaustive or specific.

- Produces analysis, documentation and reports to agreed quality standards, ensuring Environment Agency interests are accurately and effectively presented.
- Understands customers and partners businesses and their issues, providing effective responses for their needs, developing solutions that are practical and in line with best practice/ policy / legislation.

- Builds and sustains effective relationships with internal and external partners. Able to engage and challenge where required.
- Provides advice and guidance to team and internal / external customers developing appropriate solutions to ensure operations are in line with best practice / policy / legislation.
- May be responsible for monitoring progress of projects to ensure delivery of priorities. Where problems occur, may be required to take direct action or escalate according to issues identified.
- May participate in projects or working groups to bring about effective change and improvement to our operations.
- May act as lead in a specific area of expertise; keeping up to date on legislation / policy and current practices. Mentors staff, equipping them with the knowledge and skills to deliver work in the most effective and efficient manner.

Typical skills, knowledge and experience

The knowledge, skills and experience indicated usually reflect the minimum levels required for competent performance in the role. Due to the generic nature of job family profiles, detailed requirements need to be specified in supporting documentation, such as the advert.

- Roles require specialised knowledge based on experience and / or suitable qualifications. Depending on the role this usually entails technical or analytical skills relevant to role requirements.
- Requires depth of knowledge that enables working authoritatively within a stakeholder management context.
- Required to use judgement / experience to tackle routine issues, may seek advice on more complex problems.
- Possibly requires project management or relevant operational skills.
- Roles may require a graduate qualification in a relevant field, relevant vocational qualifications or equivalent experience.

Expectations for these roles

Sets relevant expectations for roles by grade, including health and safety, equality and diversity, communications required, quality assurance and level of organisational wide understanding required for role. This section is common to all job families at this grade.

- Encourages and develops a positive health, safety & wellbeing culture within the team. Delivers work programmes safely.
- Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.

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- Able to communicate with a wide audience and explain technical / regulatory issues to non-technical colleagues and partners.
- Uses judgement in delivery of activities and information that meet the needs of customers and fulfil required standards and service levels.
- Understands colleague priorities, operational context, and their contribution to environmental outcomes. Able to describe wider organisation and its services to others.

Grade Distinction

Outlines the difference in expectations and/or accountabilities for roles at grade above and below this profile. This section is common to all job families at this grade.

Roles at grade 3:

- Work within well-defined procedures where decision making is based on a range of options.
- Undertake interpretation and straightforward analyses of information and data.
- Usually co-ordinate and collate data and information.
- Interact with customers and stakeholders rather than 'own' or manage relationships.
- Usually require specific on the job training and / or experience to carry out routine activities, whereas roles at this grade usually require background knowledge associated with previous practical experience or specialised training.

Roles at grade 5:

- Manage a range of issues requiring consideration of broader practices rather than process or policy.
- Require a level of specialist knowledge that is usually gained through extensive practical experience or academic qualification.
- Usually require a strong grasp of theoretical principle determining activity within their field of activity.
- Are likely to lead the production of documentation and advice.
- Develop and further relationships with customers and stakeholders.