

create a better place



Digital Innovations & Programme Manager

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: Digital Programme Manager
Job location: Bristol
Date: June 2018
Reference: 8290

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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: £54,940 - £68,783 (pro-rata - if part time or an assignment)

Location: Bristol

Hours of work: 37 hours FTE, 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. 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 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.

We work closely with the Government Digital Service and as part of the government project delivery network have great access to professional project delivery training and development opportunities across government for programme and project managers.

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.

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, directly from your monthly salary. (Or by the end of your fixed term contract, if you are employed for less than 12 months)



3. The role

Role

The Environment Agency has a strong, customer focused, digital agenda. This role is to develop the roadmap for the Environment & Business Directorate IT portfolio and to lead the associated digital implementation programme for Regulatory Services to better enable our critical and diverse work improving the environment.

The Environment Agency has been at the forefront of the government digital agenda and we delivered one of the first Digital Exemplars (<https://www.gov.uk/waste-carrier-or-broker-registration>). We have an ambitious approach to develop our IT for the benefit of charge-paying customers and to improve our internal processes.

As the Digital Innovations & Programme Manager, you will manage the risks and interdependencies to deliver the roadmap and digital Regulatory Services programme. Building strong connections is key to ensure sharing of common platforms and to maximise learning from each other. You will work closely with service owners in Environment & Business and with the Flood Risk and Coastal Management Directorate's digital programme as well as with our Defra IT service provider (DDTS) and the Government Digital Service.

Leading your team, you will shape the roadmap and digital programme for the Environment & Business Directorate and draw together the different services. Managing delivery to cost, time and quality is critical as is ensuring appropriate governance, risk management and communication approaches are adopted. It will be crucial that you are able to network successfully across the Defra and wider government.

As a professional with the knowledge and experience to lead the delivery of this exciting work within in the Environment Agency, you will use proven methods from your business experience. Using your networking expertise you will build relationships and keep abreast of the latest digital thinking by linking with external organisations.

Principal accountabilities

- Deliver results through others from across the organisation and with Defra colleagues on time, to required standards and in line with organisational processes and procedures;
- Influence and persuade others using excellent communications and ensure that our customer needs are at the heart of what you do;
- Ability to bring the technical IT people and the business together to enable clear direction forward and ensure things are delivered;
- Good understanding of risk management and managing the interdependencies within a programme;
- Demonstrate a proven track record in solving problems by analysing complex information, probing to develop alternatives, proposing sound and timely solutions leading to decisions;
- Experience of Agile ways of working alongside other programme and project management techniques.
- Bring an innovative and creative approach to ensure the programme tests, fails fast and learns and builds on successful progress to keep pace and move forward;
- Prioritise and organise tasks and resources to ensure timely achievement of results;
- Work well as part of a team and independently and show flexibility in your working approach;
- Experience of managing change.

You'll work for the Deputy Director, Future Regulation and will be part of the Future Regulation management team.

You will lead and directly manage a team of up to 10 staff focused on setting the strategy and managing the Regulatory Services programme of work. The programme is currently delivered by 4 standing teams each led by a service owner. You will work closely with Defra IT delivery staff, liaising with the Resource Manager and the Business Relationship Manager, and with the rest of the Environment & Business Directorate to shape the IT portfolio and deliver the Regulatory Services programme.

Knowledge/Qualifications

You will hold a professional programme management qualification (eg PMA) or equivalent and, if not, you should be working towards this.

Skills/Abilities/Experience

As a professional with the knowledge and experience to lead the delivery of this exciting work within the Environment Agency, you will use proven methods from your business experience.

Using your networking expertise you will build relationships and keep abreast of the latest digital thinking by linking with external organisations

The successful candidate will be able to demonstrate a wide range of leadership skills together with the necessary determination and passion to improve the business and deliver environmental outcomes.

You'll be able to think and plan strategically, have a strong customer focus and relevant technical understanding.



4. Training and development

At the Environment Agency, 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.

There are a wide range of learning opportunities available to you, which may help you enhance your skills and career development within the Environment Agency. In addition to a vast array of in-house courses which includes e-learning through our Learning Zone, we offer external courses, conferences, and seminars.

We can also help you develop your management and leadership skills via our Leadership Academy which supports the development of senior leaders so that they may be truly effective in the work they do.



5. 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 particularly welcome applications from Black, Asian and Minority Ethnic (BAME) and female 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 location of the post is Bristol as this is the programme team hub and allows for Agile working. However some flexibility will be considered with an expectation that the post-holder will be in Horizon House, Bristol at least three days a week. Travel to other locations will be necessary such as to London for meetings with Defra.

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.

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



5. Further information continued

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>





6. 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.

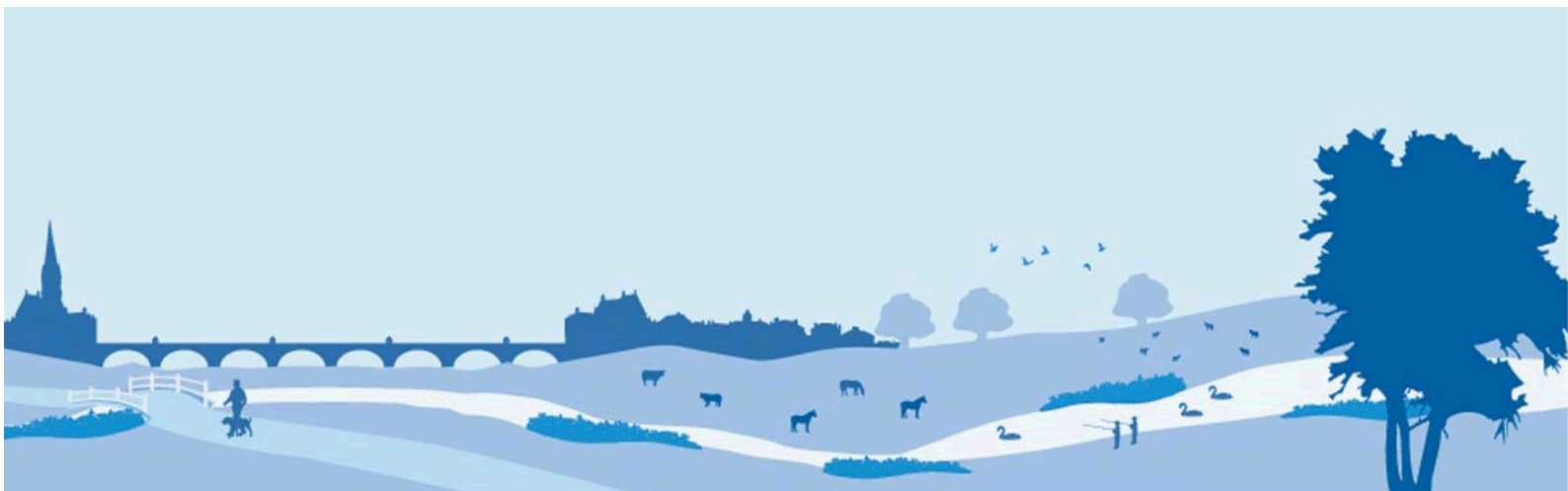
The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

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.



6. 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.



6. 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 602 6099 or email 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.