Grade : 6	Profile reference:AS06
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Job Family Role Profile: Advise & Shape, Grade 6

- *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 a senior specialist guiding the organisation in the development of new areas of work or change. Roles commission and co-ordinate activities in response to legislation, policy, and evidence.

Typically, roles work with a range of customers, for example consulting and advising internal colleagues on effective operational approaches or working with external bodies to influence key decisions on environmental matters.

May lead team of specialists or direct project resources working across the organisation or wider. These roles have impact beyond their immediate scope of activity and are engaged on complex, reputational, political and / or technical matters.

These roles work autonomously within policies, and have responsibility for managing an element of organisational risk or opportunity.

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.

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- Provides specialist expertise and guidance across the organisation, and wider, on a range of issues, to ensure the effective implementation of legislation, policy, and evidence.

- Identifies gaps in current operations and commissions or leads new work, ensuring decisions are made on sound evidence and are in line with organisational objectives.
- Interacts widely, developing and maintaining effective relationships with key stakeholders and partners, both internally and externally, to influence decisions and bring about successful outcomes and solutions.
- Develops and reviews statements, briefings and other documentation to enable consistent understanding and application of legislation, evidence and policy.
- Leads and manages work and projects, delivering directly and through others. Identifies risks and opportunities, taking action to deal with issues, enhance the service and ensure appropriate allocation of time and effort.
- Where managing people, leads the delivery of specialised advice and guidance and / or effective implementation of reputational, political and / or technically complex regulatory or operational activities. Often this involves managing a diverse range of skills.
- Leads or supports project teams to achieve well planned and managed integrated solutions. Typically these are complex projects with a wide scope, possibly involving multiple partners.
- Accountable for good quality management reporting and documentation to support the planning of strategic priorities, to inform business decisions and provide a sound basis from which to communicate with and influence internal and external partners.
- Develops, maintains and shares technical expertise with staff to improve knowledge and competence throughout the organisation as required.

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 significant experience gained within a specific field / discipline. Depending on the type of role, this could be specialist technical or operational skills, or other relevant expertise such as policy / project management.
- Requires thorough understanding of relevant business concepts and their application as the role is required to apply considerable judgement and influence the actions and behaviours of others.
- Roles typically require a relevant degree or equivalent experience.

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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.

- Manages health, safety & wellbeing by actively promoting awareness and good practice, and ensuring the provision of safe working practices in line with Environment Agency guidance.
- Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.
- Influence and negotiate across disciplines. Required to flex communication style and deliver tough messages when necessary.
- Work individually or through others to deliver results on time, to required quality standards and cost, to fulfil the business plan and achieve or support environmental goals.
- Understand, interpret and communicate the role of the Environment Agency broadly, and maintain understanding of external partners and customers and their needs, and manage expectations.

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 5:

- Manage a range of specific issues requiring consideration of practice.
- Require specialist knowledge that is usually gained through proven practical experience.
- Usually require understanding of theoretical principles within their specific activity.
- Are likely to lead the production of documentation and advice.
- Develop and further relationships with customers and stakeholders.

Roles at grade 7:

- Provide shape and direction, whilst roles at this grade tend to determine best approach and implementation.
- Tend to have broader interaction, representing the department across the organisation, and wider, on a range of related matters. Roles at this grade tend to interact on a specific area of activity.
- Have broader accountability in terms of people and / or activities than roles at this grade.
- Tend to approve technical documentation, whereas roles at this grade will most likely be responsible for commissioning and reviewing

the documentation prior to approval.