Grade : 5	Profile reference:ER05
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Job Family Role Profile: Environment & Regulation, Grade 5

- x *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*
- x *This profile should be used as a template to help 'frame' the right size and shape of work undertaken locally* x *For further guidance on how to use job family role profiles effectively, please see the Easinet*

Job Family Description

These are roles engaged in the delivery of operational and regulatory services that are key to the protection and improvement of our water, land and air.

This job family hosts a variety of skills and activities, such as monitoring enforcement through to licensing and permitting. Roles can be field based, gathering data or 'auditing' customers, or office based carrying out analysis or providing advice on environmental issues to customers.

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 specialist or team leader. Role accountabilities can be interchangeable depending on the team and work being delivered.

Specialists tend to contribute by direct delivery of information and advice for a specific area and / or team. Team leaders contribute through the management of teams delivering operation and /or regulatory activities.

The overarching theme of these roles is supporting and contributing to the delivery of operational and /or regulatory services of the organisation to achieve the best environmental outcomes.

Some roles in this job family participate in incident response as part of their accountability.

Works within a broad framework and outputs are subject to review.

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.

Specialist:

- x Provide specialist advice and support to internal teams and external partners in order to influence compliance with policy / legislation / best practice ways of working and are in line with team business

plans. This may involve working with or producing technical documentation and reports to support work and management decisions.

- x Are required to engage nationally within the organisation to understand best practice affecting their area of specialism and conversely sharing knowledge across the organisation.
- x Responsible for building technical resilience of the team, and sometimes wider, within a specified area of knowledge through mentoring / training / guiding as appropriate

Team leaders:

- x Responsible for a team, providing leadership, direction and prioritising delivery of specific operational and / or regulatory activities in line with defined plans. Identifies risks to the delivery of priorities, making appropriate actions to resolve issues. Some roles manage external resources.
- x Recruit, motivate and develop team members to ensure effective delivery of operational and / or regulatory activities. Ensures appropriate skill levels are developed and maintained and team performance is optimised in line with specified team goals.

All roles:

x Develop and maintain relationships, with internal and external stakeholders. Influencing and challenging with the objective of building resilience and promoting collaborative working. Roles may be required to work with colleagues across the Defra group to ensure services are delivered in the best way possible. x May lead projects, usually to bring about effective change or improve regulatory and / or operational activities. May contribute to larger projects typically involving implementing of technical developments for the organisation or introducing new ways of working based on evidence.

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.

- x Roles require proven experience, usually gained within a relevant field. Depending on the role, this could be regulatory, technical or specialist expertise / people management / project management.
- x Requires detailed understanding of relevant business practices and procedures to enable management of, or planning for, delivery across multidisciplinary teams.
- x 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.

x Manages health, safety & wellbeing matters by actively promoting awareness and good practice, and ensuring the provision of safe working practices in line with Environment Agency guidance.

x Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.

x Required to understand, influence and negotiate with internal and external stakeholders. Needs to understand the audience and communicate at the right level.

x Ensures work is consistently delivered to required standards and service levels while reflecting best practice ways of working.

x Understands, interprets and communicates the work and structure of the Environment Agency within the wider context based on knowledge and experience.

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 4:

x x Are more closely supervised and directed.

x Require less specialised knowledge and practical experience.

Contribute to technical and specialist documentation/verbal advice whereas roles at this grade are more likely to lead the production of documentation/verbal advice.

Roles at grade 6:

x Contribute to team business plans whereas roles at this grade are focused on the delivery of business plan.

x Tend to specify and review documentation and advice. Roles at this grade are more likely to lead production of the material.

x Support management of reputational risk for the organisation. Roles at this grade are expected to identify the risks.