

create a better place



# Environment Officer

## 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: Environment Officer  
Job location: Chichester , Romsey , Worthing , Pevensey  
Date: 29<sup>th</sup> November 2021  
Reference: 20348

# Contents

1. Our organisation
2. Salary and benefits
3. The role
4. Further information
5. How to apply





# 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](http://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:** £23,446

**Location:** Chichester Office, Oving Road, Chichester PO20 2AG  
Pevensey Depot/Office, Coast Road, Pevensey BN24 6ND  
Romsey Office, Canal Walk, Romsey SO51 7LP  
Guildbourne House, Chatsworth Road, Worthing BN11 1LD

**Hours of work:** 37 hours FTE, Permanent

**Leave entitlement:** Your leave allowance in this role will be 25 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.

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 19%, 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.

As government restrictions continue to lift, Defra group is exploring future ways of working with flexibility in mind. This means, that subject to business need, successful candidates will be offered the option to combine working at home with working at their contractual Defra group workplace, with occasional travel to other work locations. Further information relevant to this post will be available for candidates invited to interview.

### **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.

### **Tenancy deposit loan:**

Our Tenancy Deposit Loan scheme assists employees directly employed by the Environment Agency in meeting 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 on a privately rented home. The loan can be paid back over a period of up to 12 months, directly from the monthly salary.



## 3. The role

### Role

Regulate and work with stakeholders, carrying out a full range of regulatory duties within a defined geographical area, in order to protect and enhance the environment.

### Principal accountabilities

#### Accountabilities

1. Contribute to the delivery of the departmental business plan, providing professional/technical expertise to support operational priorities and Environment Agency policy.
2. Guide, advice and support team members to resolve local issues and incidents, ensuring the decisions are made on sound technical grounds and in line with best practice and timeframes.
3. Monitor progress of work, identify gaps in the delivery of priorities and take remedial action to enhance the service and recommend appropriate reallocation of time and effort.
4. Produce required documentation and reports to agreed quality standards to support operational work, management decisions, public enquiries, court appeals etc., so that information, evidence and Environment Agency interests are accurately and effectively presented.
5. Contribute to the successful implementation of emergency plans to ensure effective, timely and safe response to emergency incidents.
6. Participate in local projects and working groups to achieve well planned and managed integrated solutions that progress effective change and improvement in the organisation and support the best environmental outcomes.
7. Develop and maintain a strong customer focus to ensure effective relationship building and partnership working to achieve environmental goals.
8. Check compliance with environmental standards and service levels and undertake front line investigation as part of a risk based regulatory approach. Take enforcement action as appropriate in line with the Environment Agency's policies and procedures.
9. Encourage and develop a safety conscious culture within the team to deliver work programmes without risk to the health and safety of the team or any other individual.





## 3. The role continued

### Knowledge/Qualifications

#### Educational Requirements

Minimum of A Level in scientific discipline (or equivalent); educated to degree is desirable, or equivalent work experience.

Equivalent requirements may be gained through a combination of formal qualification and some experience, through to no formal qualification and substantial relevant experience in environmental, regulatory or customer conflict fields.

#### Professional Qualifications Requirements

None required. Working towards membership of a professional institute would be an advantage but is not essential

### Skills/Abilities/Experience

#### Experience Requirements

1. Evidence of working independently and an ability to make decisions about priorities and appropriate action on a day to day basis to achieve planned outcomes.
2. Experience of influencing and dealing successfully with difficult people/situations
3. Evidence of good communication and customer relations skills and an ability to develop and maintain good relations with customers and adapt behaviour to different people and situations.

#### Essential Additional Information

- Some national travel may be required
- A driving licence is essential
- Some standby and on-call work is expected





## 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.

We don't just talk about diversity; we seek it, embrace it and live it, for the benefit of our staff, our communities and our environment.

We support flexible working hours and practices.

We also encourage you to keep developing your skills and professional knowledge throughout your career.

The Environment Agency is a Category 1 Responder, responding to serious flood and pollution incidents, protecting the environment, lives, and livelihoods of the communities that we serve. Everyone has a role to play during incidents and we'll help you identify an incident role that fits with your skills, experience and personal circumstances.

If you'd like more information please contact Matt Eaves (07771972889)

[matthew.eaves@environment-agency.gov.uk](mailto:matthew.eaves@environment-agency.gov.uk)

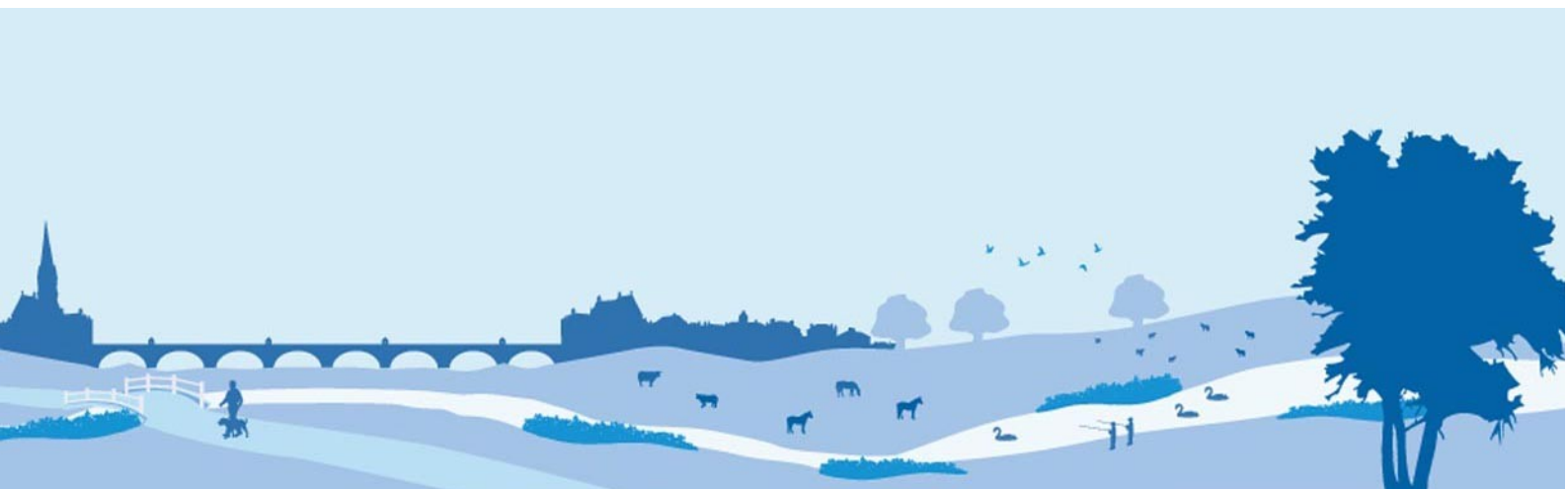
Interviews will be held remotely by video conference date to be confirmed.



### **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.

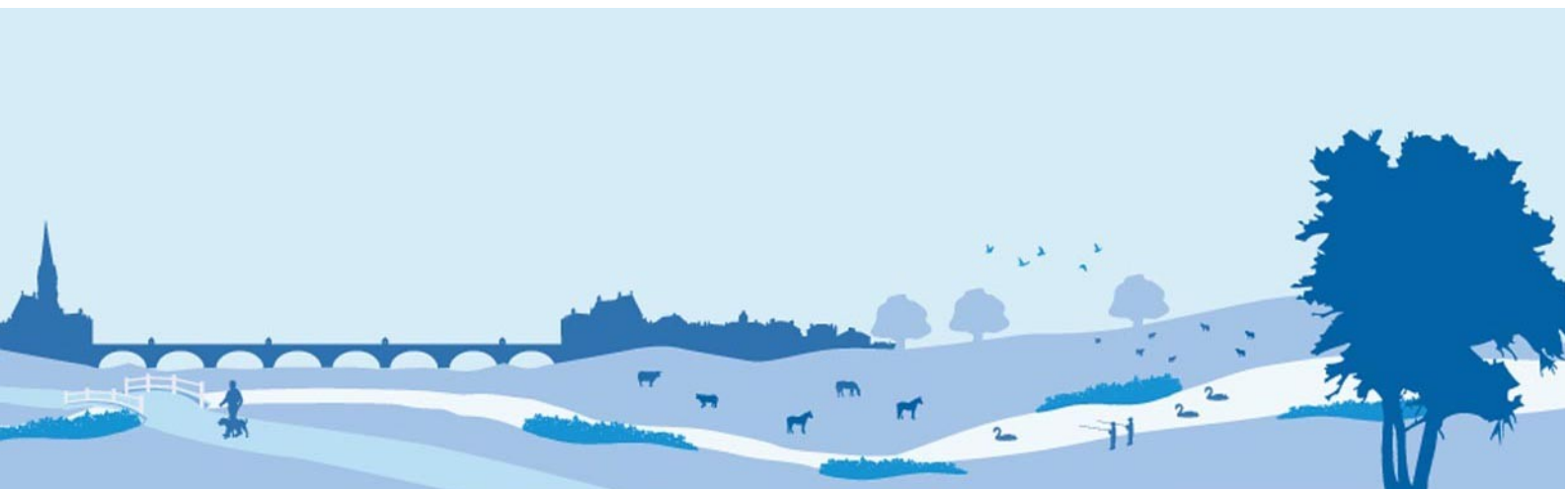
The first thing you need to do is sign up to our recruitment system. You will need a valid e-mail address to log in and apply for opportunities, as all communication from us will be via e-mail. You can do this via the vacancy you are interested in by selecting '**Apply**' at the bottom of the advert.

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.

### **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.



## 5. 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 241 5350 or email [ea\\_recruitment@gov.sscl.com](mailto: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   |
|--|---|---|--|---|
| <p><b>Basic Salary</b><br/>Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p><b>Pension Scheme</b><br/>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.</p> <p><b>Holidays</b><br/>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</p> <p><b>Enhanced statutory policies</b><br/>Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p> | <p><b>Performance Management</b><br/>Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p><b>Learning &amp; Development</b><br/>A range of training courses, leadership development initiatives and access to L&amp;D materials are available, covering technical, managerial and personal skills.</p> <p><b>Examination Leave</b><br/>Paid leave for exams and revision for approved studies.</p> <p><b>Professional subscriptions</b><br/>We will pay the membership fees for one relevant professional association.</p> | <p><b>Flexible Working</b><br/>Flexible working patterns including job share.</p> <p><b>Travel &amp; Transport Benefits</b><br/>A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p><b>Shopping &amp; Leisure Benefits</b><br/>A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p> | <p><b>Occupational Health</b><br/>Access to Duradiamond Healthcare advisory service.</p> <p><b>Eye Care</b><br/>Free eye tests.</p> <p><b>Employee Assistance Service</b><br/>Access to Workplace Wellness available to you and your family</p> <p><b>Sports &amp; Social Club</b><br/>Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p><b>Health Discounts</b><br/>Optional discounts provided by a number of external providers and health clubs</p> <p><b>Local Benefits</b><br/>These vary from region to region.</p> | <p><b>Interest Free Loans</b><br/>For season tickets, bicycles and safety equipment.</p> <p><b>Special Leave</b><br/>Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health &amp; safety representatives.</p> <p><b>Financial Education Club</b><br/>Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><b>Tenancy deposit loan scheme</b><br/>Access to an interest free loan to pay for some, or all of a deposit on a privately rented home.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p><b>Lease Car Scheme</b><br/><b>Relocation Assistance</b><br/><b>Free Car Parking</b></p> |



