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# Biodiversity Technical 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: Biodiversity Technical Officer  
Job location: Brampton, Ely, Ipswich, King's Lynn  
Date: 6<sup>th</sup> December 2017  
Reference: 7229

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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'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)





## 2. The role

### Role

Co-ordinate the implementation of the Habitats Directive for marine/coastal/estuarine sites Natura 2000 sites, including the Review of Consents, Schemes of Management and advising on new applications

### Principal accountabilities

1. Provide specialist advice and guidance to all relevant teams on the implementation of the Habitats Directive on marine/coastal/estuarine sites, co-ordinate the production of Appendix 21s (Appropriate Assessments) to national deadlines and disseminate information as required.
2. Ensure that the Habitats Directive process for marine sites meets regional and national requirements and is consistent across all sites.
3. Represent the Environment Agency on all Relevant Authorities Groups and Stakeholder Groups and co-ordinate the Agency contribution to Schemes of Management for marine sites.
4. Maintain site dossiers, project plans and databases to provide an audit trail to demonstrate compliance with the Habitats Regulations and Environment Agency policy.
5. Contribute to Area reports to line managers, Regional and National Project Boards in the required formats and time-scales.
6. Maintain regular contact and good relationships with other teams and external bodies, including Countryside Council for Wales/English Nature and other “competent authorities”.
7. Prepare Memoranda of Agreement for collaborative projects and ensure appropriate budgets are utilised and spent by contact with Area Accountants and external partners.
8. Contribute to the training of teams on the Habitats Directive process and the use of the national Habitats Directive database.

### Knowledge/Qualifications

<http://www.gov.uk/environment-agency>

Educated to degree level.

## **Skills/Abilities/Experience**

We are looking for Biodiversity Officers who can demonstrate an ability to undertake this technical role. You will be qualified to an appropriate level in a relevant technical discipline and have significant levels of relevant practical experience.

You will have good understanding of biodiversity, as well as its practical implications for the work the Environment Agency carries out.

You will have excellent communication and interpersonal skills and a good track record of influencing and delivering results through others.

You will be well-organised and have the confidence to work independently on your own initiative. You must have a full driving licence.

# 3. Salary and benefits

Join us in this role and you will enjoy the following benefits:

<b>Grade Rate:</b>	£27,138
<b>Location:</b>	Kings Lynn Office, 116 Wisbech Road, King's Lynn PE30 5JX Ely Office, Heron House, Prickwillow Road, Ely CB7 4TX Brampton Office, Bromholme Ln, Brampton, Huntingdon, PE28 4NE Iceni House, Cobham Road, Ipswich IP3 9JD
<b>Hours of work:</b>	37 hours, Permanent contract
<b>Leave entitlement:</b>	<p>Your leave allowance in this role will be 25 days plus bank holidays (pro-rata - if part time or an assignment).</p> <p>We also 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.</p>
<b>Pension:</b>	<p>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.</p> <p>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.</p>
<b>Work/life balance:</b>	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.
<b>Diversity:</b>	We are committed to diversity and inclusion. We want all our staff to feel valued and respected and to see this as a great place to work. Diversity: it's in our nature.
<b>Lease car:</b>	Do not include if not part of the package.



## 4. Further information

The grade rate for the role is £27,183

Hours of work: 37 hours per week.

A full UK driving licence is essential.

We as an Agency take part in incident response. If successful your line manager will discuss arrangements with you depending on your role and circumstances.

The information in the candidate pack is taken from a generic role profile so, whilst relevant, it is not specifically tailored to this position. The advert provides you with details of key accountabilities and skills needed to succeed in this role.

For any questions on these posts please contact the hiring managers: for the West post [ian.hirst@environment-agency.gov.uk](mailto:ian.hirst@environment-agency.gov.uk) and for Ipswich [adam.clarke@environment-agency.gov.uk](mailto:adam.clarke@environment-agency.gov.uk)

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 welcome flexible working patterns for all our vacancies, including job share, so please include clearly any information regarding your preferred working arrangements on your application.

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.

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.

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>

<http://www.gov.uk/environment-agency>

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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.



## 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.

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. (For some jobs, you'll be asked to download a candidate pack, like this one, where you'll find specific application instructions.) 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?' and '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.

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.

## 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. If, at any stage, you have questions or problems, please contact the recruitment team on 0345 300 1861 or email [ea\\_recruitment@sscl.gse.gov.uk](mailto:ea_recruitment@sscl.gse.gov.uk)

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.

