

create a better place



Air Quality, Environment & Industry Regulation Advisors/Scientists

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: Air Quality, Environment & Industry regulation Advisors / Scientists
Job location: Various locations across England
Date: September 2018
Reference: Vacancies 8775 (Senior Advisor) and 8776 (Advisor)

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1. About the Environment Agency

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. The roles

Our Air Quality, Environment and Industry Regulation Advisors play a vital role at the Environment Agency in ensuring effective regulation of industry to protect the environment and promote sustainable growth. You will join our Environment and Business Directorate and will work with Environment Agency operations colleagues, Defra and other central government departments and Industry to inform policy and develop processes that will help create a cleaner, safer and healthier environment whilst supporting economic growth.

The roles available are in one of three teams, Energy Regulation (2 posts), Manufacturing Industry Regulation and Control of Major Accident Hazards (COMAH) (3 posts) and Monitoring and Assessment (3 posts). There are seven Advisor roles (Vacancy 8776) and one Senior Advisor role (Vacancy 8775) available.

Senior Advisor – Air Quality (1 post – Vacancy 8775)

The [Clean Air Strategy](#) is a priority for government and Defra, and your work will directly contribute to better air quality across the UK for people and wildlife. You will be pivotal to our work on the implementation of the strategy and delivery of national targets for atmospheric pollution.

You will provide specialist advice which will shape how we respond to the Clean Air Strategy and help improve air quality through our regulatory activities. You will lead on the reporting and assessment of pollution inventory data on emissions to air and the impact that they have on people, habitats and wildlife. You will work with industry and Environment Agency colleagues to develop air quality roadmaps for various industry sectors and identify priorities for action. Your opinions will matter and you will be expected to provide advice and briefings on Air Quality matters for all parts and levels of the Environment Agency up to and including Chief Executive and Board members. You will work closely and collaboratively with central government (especially Defra), other UK environmental regulators and operational colleagues within the Environment Agency.

This role will be varied and challenging and give you the opportunity to work on a broad range of tasks relating to air quality. You will help increase our technical resilience in air quality by supporting our internal technical networks and community of air quality practitioners, and implementing a plan to share knowledge and expertise across the organisation.

There may be an opportunity for you to build a team of air quality specialists and we'd welcome your ideas on how we can build our air quality capability to meet the growing challenges in this area.

Noise or Odour Advisor - Monitoring and Assessment team (2 posts – Vacancy 8776)

Noise and odour from industrial sites, if not properly controlled, can have a significant impact on the quality of life of those living or working nearby. Noise and odour issues are the most common cause of complaint relating to the operation of regulated industry. Your work will provide an approach to regulation of these issues that will protect people's quality of life whilst helping industry to be good neighbours, comply with legislation and grow their businesses. Reporting to a senior advisor in our Monitoring and Assessment team, you will provide specialist advice and technical support for our regulatory activities around noise or odour control at a wide range of industrial sites. This will include developing and improving the regulatory strategy for this work, providing guidance, training and

support to operational colleagues and providing specialist advice on monitoring and compliance for particularly complex situations.

Energy, Manufacturing Industry and COMAH Advisors team (5 posts) – Vacancy 8776

The Environment Agency regulates emissions from a wide range of major industries including combustion, refineries, waste incineration, chemicals, metals, cement and lime, food and drink, paper/pulp and textiles manufacture. We also work with the Health and Safety Executive to regulate high risk sites and reduce the risk of major industrial accidents damaging our environment. Your work will support delivery of improved air quality, reduced emissions, efficient use of resources and the prevention of major industrial accidents.

Reporting to a senior advisor in our Energy team or Manufacturing Industry and COMAH team, you will work collaboratively with Defra, Environment Agency colleagues, other UK environmental regulators, trade associations, companies and businesses to:

- develop national and international standards for industrial technology and emissions
- deliver improved air quality and national emissions targets
- encourage high environmental standards and ensure compliance with legislation and
- provide expert advice and guidance on the implementation of legislation

One of these roles will also be responsible for updating and administering our industry regulation staff training and development programme.

You will be expected to engage with and support the Environment Agency's wider incident management responsibilities which may include taking part in a duty rota to provide a 24 hour response to incidents. This is a team role and you'll have back up from colleagues and incident support staff.



3. What is it like to work at the Environment Agency?

We think big! Tackling the challenges facing our environment needs bold thinking and a big picture approach. **We seek partnership** and work with a wide range of people and organisations to identify the best solutions and balance competing interests **focusing on the outcomes** we want to achieve to create a better place. We encourage sustainable development, innovation and progress, saying “**Yes, if** the right safeguards and protections for the environment are in place.”

We work as **one team** supporting and trusting each other to do the right thing, **embracing difference** and working to ensure everyone is included in what we do.

To help bring the role to life, here are some views from current Environment Agency Advisors and Scientists:



I have been an Advisor at the Environment Agency for over 10 years in a number of different roles, including the National Environmental Crime team, Air Emissions, Odour, and project management roles. The work is varied and challenging and continued professional development is very much supported so there are plenty of opportunities to improve your skill set and knowledge.

I work on a term time basis and so I am in a position where I can look after my family during the holidays, which is so important to me.

The Environment Agency is flexible as far as personal interests are concerned and I have had the opportunity to help manage the Mental Health Network where we support employees experiencing mental health issues. This is something close to my heart that I have been able to work on in addition to my Advisor role.

You will feel a great sense of satisfaction knowing that you are protecting the environment and expanding your experience and knowledge as an individual too. I wouldn't want to work anywhere else.

Michelle Gallagher – Odour Advisor, Monitoring & Assessment team



I am a chemical engineer and have worked for the Environment Agency for 16 years, firstly as a Regulatory Officer and then for the last five years as an Advisor for Regulated Industry. I like my role because it is very varied; one day I can be discussing environmental standards with Defra and the next visiting a large industrial site to provide advice to the operator. There are few workplaces where you have the opportunity to work with such a diverse group of people with so many different skills and areas of expertise, there is always something new to learn about. I believe in sustainable industry and I

take pride in the part that I and my colleagues play in helping British industry to continuously improve its environmental performance.

I work part time and I have always found the Environment Agency an employer that genuinely embraces flexibility for its workforce, recognising the value of a good work/life balance.

Personal development is an important part of working here. As my role requires a combination of technical and personal skills, my personal development has reflected this. I have been on courses relating to safe flaring, attended a European conference on the future of Europe's refining industry and participated in the EA's Technical Leadership Programme. There are also many opportunities to get involved in areas which are not part of your every day job, from incident support roles to staff support networks, such as the staff group, that looks at ways to make our working environment a positive place.

Charlie Sholl – Senior Advisor, Manufacturing Industry and COMAH team



After working in front line environmental regulation for 18 years as an Environment Officer and in two Local Authority Environmental Health teams, I took a role in the Environment Agency's Local Authority Unit. I provide advice to local authorities, Defra, consultants, industry and internal colleagues on the industrial sectors regulated by local authorities. I also write guidance on legislation and represent the UK in BREF notes where the local authority is the main regulator.

My role allows me to utilise all the knowledge I've gained over the past 18 years to help resolve any queries and improve the understanding that my fellow environmental regulators have. I feel it is in this role I can have the greatest impact on improving the environment for everyone.

Working for the Environment Agency is really good – I am able to utilise our flexible working policy and working at home allows me to tailor my working week to fit around my family life without either suffering. Another advantage of working for the Environment Agency is that irrespective of the role, it feels like they actually care about your health, wellbeing and personal development. With all the different roles that we undertake there are opportunities to progress your career and improve your own knowledge through training, shadowing colleagues or just asking someone for help.

Dave Bass – Advisor, Manufacturing Industry and COMAH team

4. Salary and benefits

Salary

Vacancy 8775 - The Senior Advisor – Air Quality role offers a salary in the range £43,777 to £55,080

Vacancy 8776 - The seven Advisor roles offer a salary in the range £34,330 to £42,530

Hours

The Environment Agency operates a standard 37 hour week but also offers a range of excellent flexible working packages to help you strike a good balance between your work life and your personal life. These jobs are open to applicants for part-time working or job share. We can also offer flexi-time and can accommodate alternative working profiles such as nine day fortnights and term time only contracts.

Benefits

An excellent pension scheme is offered to all Environment Agency staff. We will enrol you into the [Environment Agency Pension Fund](#) (EAPF) on commencing employment. The EAPF is part of the [Local Government Pension Scheme](#). It is a career average defined benefits scheme, which means you will build up benefits based on your pay each year. We will base your pension contributions on your pensionable pay and you will receive tax and national insurance relief on your contributions. You will contribute between 6.5% and 8.5% of your pensionable pay depending on salary. 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.

Pensionable pay	Your contribution	Our contribution (2018/2019)
£22,001 to £35,700	6.5%	18.5%
£35,701 to £45,200	6.8%	18.5%
£45,201 to £63,100	8.5%	18.5%

Your annual leave allowance will be 27 days (pro rata if part time) plus bank holidays. This increases to 29 days after three years of service then 30 days after six years of service. We also offer a “banked holiday” scheme in which you can bank unused annual leave and use it in subsequent years for an extended break. An additional 15 days flexi-leave can be taken provided sufficient hours worked have been accumulated.

We offer an excellent family leave package. We have enhanced the provisions for maternity pay above statutory entitlement and these include:

- Time off to attend antenatal appointments
- Up to 52 weeks of maternity leave
- Up to 39 weeks of maternity pay, of which 18 weeks are at full pay
- The ability to take shared parental leave, which can be up to 50 weeks, of which up to 37 weeks are paid
- Continued payment of your contractual benefits (with the exception of pay – whilst on leave you will be paid at the relevant rate for each type of leave)

We also offer paternity, shared parenting, adoption and other family leave.

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.

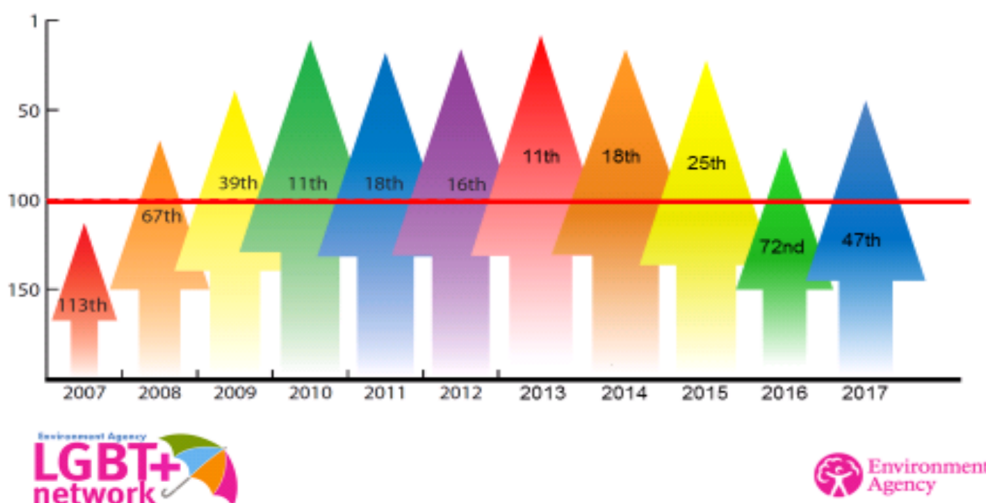
We have excellent staff support services including counselling and a wide range of very active staff-led support networks including Women's Network, Mental Health Network, BAME Network, LGBT+ Network, Cancer Network, and many more. Diversity: it's in our nature.

Mental health charity MIND has voted us number one in its [Workplace Wellbeing Index](#) for two years in a row.



We have also been in the top 100 employers in the [Stonewall](#) Workplace Equality Index since 2008.

Stonewall Workplace Equality Index



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

5. Person specification

What skills do you need?

Vacancy 8775 and 8776 - The role of an Environment Agency Advisor is varied and you'll draw upon a number of key skills and personal characteristics.

Ideally you will have:

- an understanding of and experience in environmental regulation of industry either as a regulator or through working for a regulated industry
- experience of planning, managing and delivering tasks to challenging deadlines
- excellent written and verbal communication skills and
- strong customer focus

You will be:

- skilled at influencing outcomes by building and maintaining effective relationships with colleagues and partners outside the business
- able to organise your workload and manage large amounts of technical information
- work independently to solve problems

For the Senior Advisor – Air Quality role (Vacancy 8775) you will also have:

- a good understanding of UK, EU and international air quality legislation
- a good understanding of air quality standards, their legal status, how they are derived and the real world impact of changes on human health, habitats and wildlife
- the ability to line manage other technical staff

What experience do you need?

For the Advisor roles (Vacancy 8775) you will have some experience of the regulation of industrial processes. Experience in the following industry sectors will be an advantage: combustion, refineries, waste incineration, chemicals, metals, cement and lime, food and drink, paper/pulp and textiles manufacture.

For the Senior Advisor Air Quality role (Vacancy 8776), you should have significant experience in air quality management, environmental analysis / standard setting or regulation of industrial processes.

What qualifications do you need?

Ideally you will have an engineering or scientific background relevant to the role(s) for which you are applying or equivalent experience. Membership of a professional organisation such as Institute of Chemical Engineers, Chartered Institute of Environmental Health, Institute of Acoustics, etc. is not essential but may be an advantage.

What training and support will you receive?

You will receive the necessary training and development to ensure that you have the skills needed to perform the role of an Environment Agency Advisor to a high standard. We want all our staff to <http://www.gov.uk/environment-agency>

grow in their role. We would expect you to spend about 10% of your time on your personal development. This will include a mixture of on the job training, shadowing, mentoring, reading, e-learning, video conferences and, where appropriate, attending classroom training, seminars and conferences. We have a wide range of technical and personal training materials and courses available through our Learning Zone with budget for targeted external training. Examples of recent development include:

- Support with obtaining Chartered Engineer status
- Internal video conference on various technical issues e.g. vacuum and pumped systems, secondary containment, odour control techniques
- Personal Effectiveness and Influencing skills course
- Engagement with international projects e.g. OECD study of Best Available Techniques, EU project on costs and benefits of regulation

What future opportunities will you have?

Vacancy 8776 - Your role as an Advisor will provide an ideal opportunity for you to develop the skills and capabilities required to apply for a Senior Advisors post in due course. This may be as a Senior Advisor in Industry Regulation or more widely in the Environment and Business Directorate. Alternatively you may wish to consider your future in one of our many and varied operational roles e.g. as an inspector, senior inspector or permitting officer. How quickly this is possible will depend upon your skills and experience but might typically be three to five years.

Vacancy 8775 - Working as an Air Quality Senior Advisor will provide an opportunity for you to develop into a national and international expert in air quality matters. You may choose in future to develop your career as a manager in the Environment Agency and would be in a good position to apply for management roles across the Environment and Business Directorate or you may choose to develop by moving to an alternative technical role within the Environment Agency or perhaps more widely with Defra or other Defra organisations.

6. Practicalities

Where will I work?

You will be based in one of our offices situated across England. We can be very flexible about location and can provide the technology and support to allow you to work remotely and from home when this is appropriate. A list of some of our key locations is provided below but others are available.

Locations
North West - Warrington, Preston or Penrith
North East - Newcastle, Leeds, York, Beverley or Rotherham
Midlands - Nottingham, Leicester (Rothley), Fradley (Lichfield), Solihull, Stafford, Kidderminster, Tewkesbury or Shrewsbury
East - Norwich, Ipswich, Colchester (Kelvedon), Ely, Bedford or Brampton, Lincoln, Peterborough, Kettering or Spalding
South West - Bristol, Bridgwater, Blandford, Chippenham Exeter, Bodmin, Bideford, Launceston or Redruth
South East - Welwyn Garden City, London (Westminster), Canterbury, Sevenoaks (Tonbridge), West Malling, Worthing, Chichester, Romsey, Wallingford or Farnham

Who will I work with?

The Monitoring and Assessment team consists of two senior advisors and an advisor working on air quality, a senior advisor and three advisors working on noise, a senior advisor and three advisors working on odour, dust and flies, a senior advisor and four advisors working on monitoring technical standards and an advisor working on a special project.

The Energy team consists of four senior advisors and two advisors working on combustion plant, refineries and waste incineration and a further group of senior advisors and advisors working on the on-shore oil and gas industry.

The Manufacturing Industry, Local Authority Unit and COMAH team consists of five senior advisors and three advisors working on chemicals manufacture, cement, lime and glass, metals, food and drink and paper, pulp and textiles industries. There are two senior advisors working on Control of Major Accident Hazards (COMAH) plus one senior advisor and one advisor comprising the Local Authority Unit which advises local authorities regarding the regulation of process industries.

Our teams are dispersed widely across England to ensure that we have access to the best talent. Consequently you may not be sat directly with your team colleagues. You will need to be able to work independently and to have the skills and resilience to work remotely from your colleagues. This said if you are based in one of our larger offices it is likely that you will have colleagues from your directorate and possibly your particular team co-located with you.

Travel

You will work as part of a nationally dispersed team and will be required to undertake regular travel, usually by public transport, to attend meetings, conferences and site visits. We use a range of technology including telephone and video conferencing to minimise travel as far as possible. There may be opportunities for international travel to support our work with other European regulators or potentially more widely following EU exit. You will not be expected to travel abroad if this is not something you wish to be involved with.



7. 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.

You may work from any office, subject to agreement with local facilities management. Travel to other Environment Agency offices is likely to be required as part of the role.

For an informal discussion about the role please contact Paul Wright, Manufacturing Industry, Local Authority Unit and COMAH Manager, at paul.wright@environment-agency.gov.uk.

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.

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>



8. 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 online recruitment system. You'll need a valid e-mail address to log in and apply for jobs, 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:

1. Do you have the right to live and work in the UK?
2. Do you have the required qualifications or equivalent experience, which were stated in the job advert?
3. Are you currently an employee of this organisation?

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. You can then carry on with your application.

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 please 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. 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.

We will ask you to complete competence statements for the following three areas

Scientific knowledge – please provide details of your scientific knowledge and experience in relation to the topic areas / industry sectors listed below.

Legislative knowledge – please set out your understanding of the legislation that is relevant to the regulation of the topic areas / industry sectors where you have experience.

Applies analytical knowledge and experience – Please list examples of where you have used your technical skills and knowledge to analyse a complex environmental issue.

We are looking for competence in the following topic areas / industry sectors: air quality, noise, odour, combustion, refineries, waste incineration, chemicals manufacture, metals, cement and lime, food and drink and paper pulp and textiles

You do not need to try and cover all of these areas just those that are relevant to your skills and experience and the role that you would like to apply for.

Application questions

Please indicate clearly in your application:

- Which role(s) you are applying for
- Your preferred work location(s)
- If you have a disability and would like to be part of our Guaranteed Interview Scheme

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 you have questions or problems with our online application system, please contact the recruitment team on 0845 241 5350 or email

ea_recruitment@sscl.gse.gov.uk

Don't leave your application until the last minute – technical support is provided Monday to Friday only; and most vacancies close at 23:55 in the evening. If you are unable to submit your application at 23:54 on the day applications close, we will be **unable to accept late submissions**.

Sign up for job alerts

You can set up email alerts for future vacancies and will automatically receive an email when a job that matches your criteria becomes available. To do this simply login then click on '**create a new job alert**', enter your job criteria and save.

