

create a better place



Business & Communication Academic Internship –
Grade 2
Vacancy No: 13573
Candidate Information Pack

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



Job title: Business & Communication Academic Internship Grade 2

Job location: Peterborough, Ipswich, Norwich, Preston, Penrith, Newcastle, Leeds, Warrington, Reading, Solihull, Nottingham, Exeter, Welwyn Garden City, Bristol, London, West Malling

Date: November 2019

Reference: 13573

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1. 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](http://www.environment-agency.gov.uk) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

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

Grade Rate: £18,392 (pro-rata - if part time)

Location: This advert covers the following Environment Agency area offices, Peterborough, Ipswich, Norwich, Preston, Penrith, Newcastle, Leeds, Warrington, Reading, Solihull, Nottingham, Exeter, Welwyn Garden City, Bristol, London, West Malling
Welwyn Garden City, Bristol.

Hours of work: 37 hours FTE, Fixed term contract

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. Your entitlement depends on your grade, your contracted hours, and your length of continuous service.





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.

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.





3. The role

The Environment Agency protect and improve the environment. Working to help ensure people enjoy the water environment through angling and navigation. We look after land quality, promote sustainable land management and help protect and enhance wildlife habitats. Working closely with businesses to help them comply with environmental regulations, at other times enforcing the law and making sure operators improve their performance.

The Environment Agency operate across England via 14 geographic Areas.

Set out below are some examples of the different types of teams you could be working with if you are successful in obtaining an academic internship.

WROS Support and Delivery Team: *The function of this unique team within the Waste Regime Operational Services (WROS) is to co-ordinate and implement the processes and working practices of the following business areas:*

- *Business performance and reporting*
- *Training and development*
- *Workforce planning*
- *Assurance and monitoring*
- *Records Management*
- *Travel, subsistence and sustainable business*

The Support & Delivery team help enable the whole of WROS to do their jobs efficiently and effectively.



3. The role continued

Evidence and Risk: *Evidence and Risk provides leadership, technical expertise and specialist advice on building, running and analysing detailed numerical models. Our outputs are used to describe flood risk, provide the evidence for determining potential impacts on communities and inform flood risk management and incident management decisions.*

We are experts in river and coastal flooding, hydrology, flood risk data, flood forecasting and incident management. We support the delivery of flood and environmental incident response.

Operational Area teams:

You will have the opportunity to work within one of our operational areas either for an individual team or rotate through to experience how our business works across teams and how skills can be transferrable across multiple aspects of our work. From Hydrometry and telemetry, Fisheries, Biodiversity and geomorphology, Flood and coastal risk management, community and political engagement, waste and industry regulation to leadership and executive support

You will gain a vast network and learn vital communication skills in the workplace whilst being able to put to work your technical knowledge and skills.



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.

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.



4. Further Information continued

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.

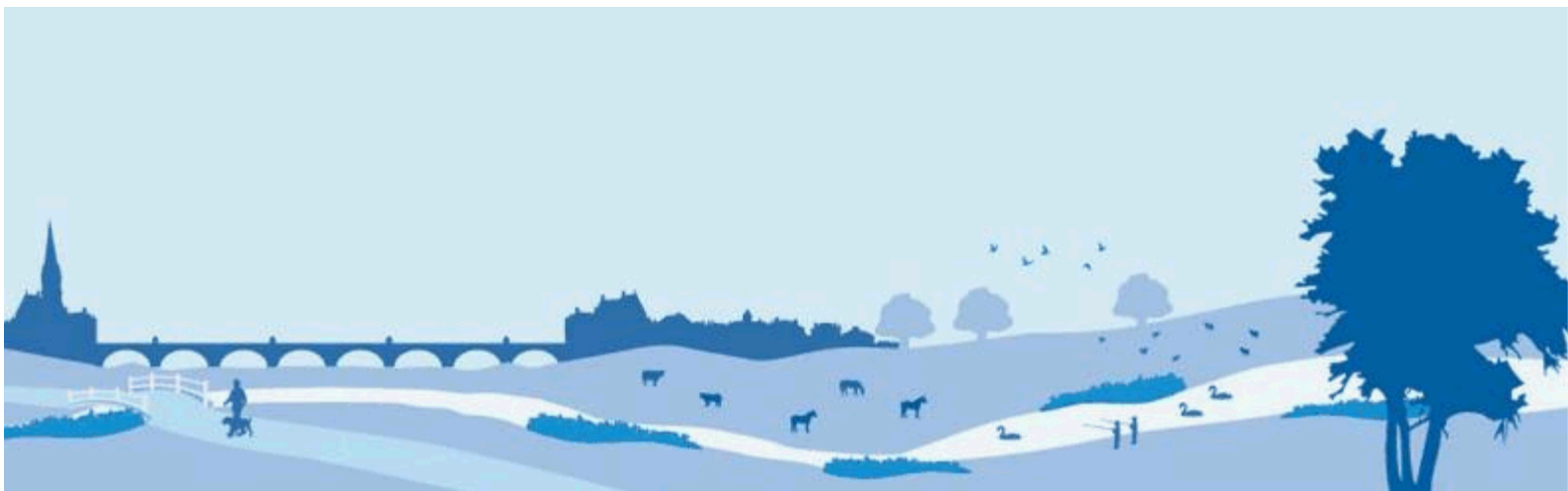
For the great majority of roles in the Environment Agency this will be sufficient and only certain roles will require a higher level of clearance. Should this be necessary, you will be advised of this during the recruitment process.

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.

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.

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@sscl.gse.gov.uk

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

<p>Core Benefits</p> <p>Basic Salary Based on skills and experience, in which salary ranges are subject to review each year as part of the pay award.</p> <p>Pension Scheme A final salary pension scheme. Contributions are based on your full time equivalent pay and range between 5.5% and 12.5%. The Environment Agency contribution is currently 18.5% of your pay.</p> <p>Holidays Attractive annual holiday entitlement starting at 25 days (or equivalent) plus statutory bank holidays (pro-rata for flexible workers). We also offer up to two days paid environmental outcome days each year.</p> <p>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</p>	<p>Training & Development</p> <p>Performance Management Individual performance plans, learning and development matched to your agreed career objectives and progression plans.</p> <p>Learning & Development A range of training courses, leadership development initiatives and access to L&D materials are available, covering technical, managerial and personal skills.</p> <p>Examination Leave Paid leave for exams and revision for approved studies.</p> <p>Professional subscriptions We will pay the membership fees for one relevant professional association.</p>	<p>Work/life Balance</p> <p>Flexible Working Flexible working patterns including job share.</p> <p>Family Friendly Benefits Discounts on selected childcare products and services via MyLifestyle.</p> <p>Travel & Transport Benefits A range of travel and transport benefits via MyLifestyle.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via MyLifestyle.</p>	<p>Health & Wellbeing</p> <p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests for DSE users.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Events and activities including subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs, via MyLifestyle.</p>	<p>Finance</p> <p>Interest Free Loans For season tickets, bicycles and safety equipment.</p> <p>Special Leave Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Free Car Parking</p>
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