

create a better place



Area Director, London

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: Area Director, London
Job location: 2 Marsham Street, London
Date: April 2021
Reference: 17113

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1. Our organisation

Our organisation -

We are the Environment Agency. We create better places for people, wildlife and the environment. We put the climate emergency at the heart of everything we do and help society adapt to environmental challenges such as flooding, drought, sea level rise and coastal change.

We improve and protect the quality of our air, land and water by tackling pollution. We work with businesses to help them comply with environmental regulations and believe a healthy and diverse environment enhances people's lives and contributes to sustainable and resilient economic growth.

We know we cannot do this alone. We work together with local, national and global partners. This includes Defra group (the Department for Environment, Food & Rural Affairs), wider government, businesses, local councils, charities, civil society groups, local communities and international bodies. We strive to make the right decisions today, for the people, wildlife and environment of tomorrow.

Our new Five Year Plan, EA2025, translates our vision for the future into action. We will protect and enhance the environment as a whole and contribute to sustainable development. Through this we will contribute to the United Nations Sustainable Development Goals and help protect the nation's security in the face of emergencies.

The plan sets out 3 long term goals:

- A nation resilient to climate change
- Healthy air, land and water
- Green growth and a sustainable future

These goals will drive everything we do today, tomorrow and to 2025. They champion sustainable development, support our work to create better places and challenge us to tackle the climate emergency and deliver a green economic recovery for everyone.

Our culture is our strongest asset. It defines how we behave personally and collectively when at work.



2. Our organisation continued

Our new action plan will only succeed if we sustain and strengthen our culture which is summarised in the following statements:

- Yes, if: we will take this approach in all that we do
- Think big, act early, be visible
- Seek partnership, show leadership
- Focus on outcomes not processes
- Embrace difference, include everyone
- One team: support and trust each other to do the right thing
- Stay safe and grow: invest in the wellbeing and development of all

How we do things in the Environment Agency is as important as what we do. We seek to be an open, outward looking, positive organisation.

We believe none of us is as good as all of us: “embrace difference, include everyone” is part of our DNA.

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: £71,118

Location: 2 Marsham Street, London SW1P 4DF

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.

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

The Environment Agency is proud to advertise an exciting opportunity to create a better place for people, wildlife and the environment across London.

As the next Area Director, London, you will be uniquely placed to build a legacy that will have a tangible impact on London and the lives of Londoners for decades to come.

This is a highly diverse role. The post holder would provide leadership in areas including major flood risk management projects; environmental policy engagement and influencing; our response to major incidents; and partnership work on innovative responses to the climate and nature crises. An inspirational person, you will work with senior political and sector leaders in our capital city, and harness your own team of experts. You will collaborate closely with two of our Operational Areas, and work across the business as part of a dynamic executive manager community.

Our ambition is to create a nation resilient to climate change, with healthy air, land and water. A nation that enables green growth, and has a sustainable future. And to be an organisation which excels in equality, diversity and inclusion, where work feels life enhancing. Come join us.

You'll be responsible for a small team of highly motivated experts, and influence the work of many hundreds of staff. You will report directly to the relevant Director of Operations, and form part of a dynamic and inclusive team who lead Operations across South & East England.

We aim to create and maintain a diverse workforce (including our Board and Executives) that better reflects the UK's diverse communities. Therefore, we particularly welcome applications from people who identify as Black, Asian and Minority Ethnic (B.A.M.E.), disabled, female and LGBT+, as we are under-represented in these areas.

You'll be a highly experienced leader, with excellent communications skills, good judgement, and strengths in collaboration and facilitation. These positions require a level of diplomacy commensurate with a high profile role in public policy and senior relationship management. Alongside these responsibilities you'll be rewarded with a level of trust and inclusion in guiding the Agency successfully through some of the biggest challenges – and opportunities – facing environment, economy and society.

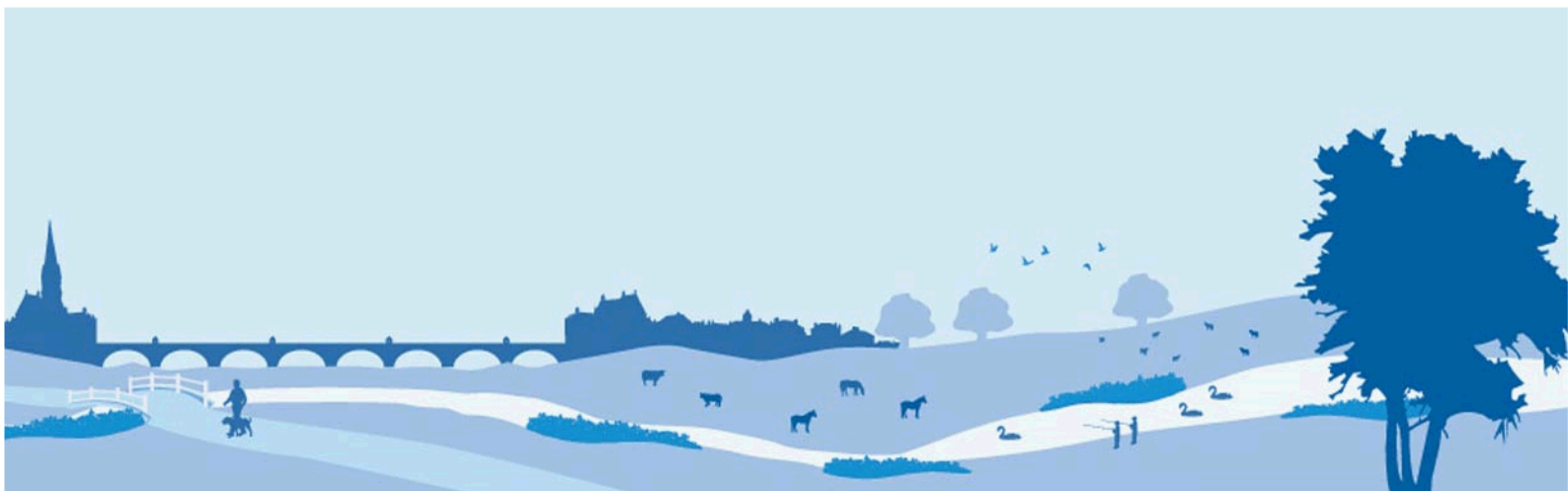


3. The role continued

You must be passionate about developing others, be innovative in your thinking and be a team player. You'll also possess strong organisational skills - all essential to delivering a demanding portfolio of work.

Principal accountabilities

- Influence the strategic direction of London to ensure delivery of the corporate strategy and environmental outcomes.
- Control and take accountability for delivery in London.
- Lead, develop and motivate operational teams to ensure business plans are delivered and adapted to ensure the achievement of customer and environmental outcomes.
- Maintain, engaging with and influence senior external stakeholders across London and with senior leaders internally.
- You will lead your management team to deliver results on time, to required standards, driving value and in line with organisational processes and procedures.
- Lead, develop and embed a culture of effective change management to adapt to, optimise and support the changing needs of customers.
- Contribute to the leadership Environment Agency's South and East operational hub.
- You will be accountable to and manage local customer relationships with the Regional Flood and Coastal Committees, Local Authorities and MPs. You may also have an account manager role for a national business or company.
- You will be part of a Local Operations team of 14 other Areas – sharing best practice and using resources flexibly.
- You will be accountable for consistency where it is needed.



3. The role continued

Skills/Abilities/Experience

- Proven experience of operational leadership across a diverse range of teams, delegating management through senior direct reports and managing large budgets.
- The ability to understand a range of information to enable decision making.
- The ability to understand, develop and influence high level complex relationships with external partners and to translate strategy into action for the environment.
- Experience of managing a large team across a complex organisation and matrix management to deliver a technical and professional service.
- Ability to influence senior external and internal customers plus sound political acumen.
- Excellent communications skills and being confident to articulate environmental issues to political and technical groups and individuals.
- Ability to make decisions that can appear unpopular.
- A proven track record of providing clear, balanced advice and professional leadership at Board and senior management level on a wide range of strategic, operational and sensitive issues.
- Experience of successful management of internal communications to support employee engagement in a complex organisation.
- Experience of effective crisis communications and decision making under pressure and during times of incident response.



3. The role continued

Skills/Abilities/Experience

- Excellent interpersonal skills with an ability to lead others, especially during periods of change.
- An individual with a crucial capacity for judgement, and the ability to decide what to do, how to do it, and how best to communicate to all involved.
- Able to demonstrate continuous, thoughtful, and consistent communication with all customers and stakeholders.

Additional information

This role is part of a community of 15 place-based Area Directors who work in three geographical hubs – South & East, West & Central, and North.

The Areas are accountable for a range of frontline operational work, including on assets and flood risk, regulated water, land, biodiversity and business, and planning and engagement. Two of these Areas – Hertfordshire & North London, and Kent & South London deliver operational activity in London.

As Area Director, London you will collaborate particularly closely with these two Areas. Your teams add value locally and to the wider organisation through their unique focus on strategic planning, influencing and major programme delivery.

To arrange an informal conversation about the role with Catherine Wright, Director South & East please contact DirectorofOperationsSandE@environment-agency.gov.uk, ensuring you provide your contact details.



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.

This role is focused on London, but there may be some national travel as part of the wider Executive Manager community.

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:

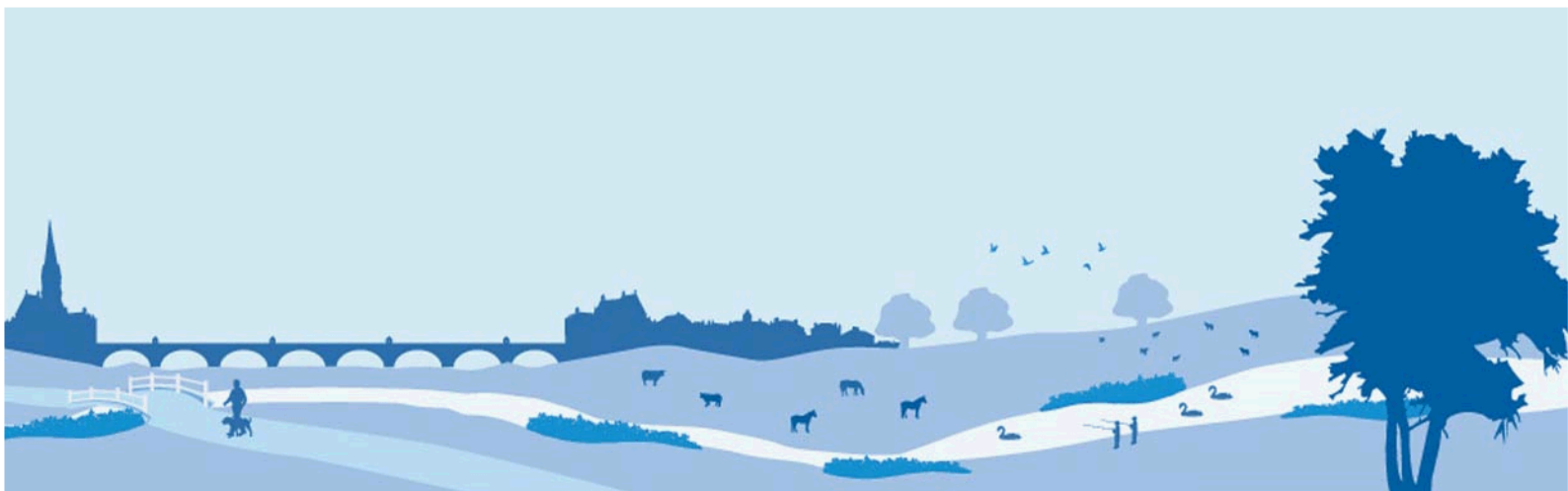
- Do you have the right to live and work in the UK?
- Do you have the required qualifications or equivalent experience, which were stated in the job advert?
- Are you currently an employee of this organisation?

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.

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.



5. How to apply continued

In order to apply, please submit your CV and a covering letter.

Please note – you must upload your CV and covering letter as one document/file on the recruitment system (do not submit them as separate documents).

Applicants should attach documents in one of the following formats:

- '.doc'
- '.docx'
- '.pdf'

A '.dotx' file it is not a recognised format and therefore will not be visible for sifting.

Curriculum Vitae

Your CV should be of no more than three A4 pages in length, and tailored to the post requirements. Include your current and most recent role, skills, experience and notice period.

Covering Letter

Your covering letter should be of no more than two A4 pages (Arial, 11pt) and should outline your experience and suitability for the role around the following capabilities:

- Effectively collaborating/ influencing with a wide range of stakeholders and developing relationships
- Your experience of major programme delivery in comparatively complex work environments
- Leading and managing large teams

Anonymity

Although we will blind-sift applications so as to maintain anonymity during the shortlisting process, it is very important that you do not include any personal details on your CV or covering letter which could identify you. The aim at this stage is for your application to be shortlisted based only on the content of your covering letter and the skills, experience and qualifications laid out in your CV.



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.

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.

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

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>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 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>Holidays 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>Enhanced statutory policies Enhanced maternity, adoption and paternity leave, and sickness absence provisions.</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>Flexible Working Flexible working patterns including job share.</p> <p>Travel & Transport Benefits A range of travel and transport benefits. Discounts on Haven Holidays and HotelStay.</p> <p>Shopping & Leisure Benefits A variety of discounts at online stores and leisure experiences available via Mylifestyle.</p>	<p>Occupational Health Access to Duradiamond Healthcare advisory service.</p> <p>Eye Care Free eye tests.</p> <p>Employee Assistance Service Access to Workplace Wellness available to you and your family</p> <p>Sports & Social Club Opportunity to benefit from a wide range of subsidised events and discounts.</p> <p>Health Discounts Optional discounts provided by a number of external providers and health clubs</p> <p>Local Benefits These vary from region to region.</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>Financial Education Club Providing guidance on how to manage your finances including information on credit scores, pensions, buying your first house and getting debt-free.</p> <p><i>The following benefits only apply to eligible roles:</i></p> <p>Lease Car Scheme Relocation Assistance Free Car Parking</p>