

create a better place



Water Resources Roles

Candidate Information Pack



Job title: Water Resources Officer

Job location: Various see table on page 7

Date: August 2022

Reference: Vacancies: 23863 G6 -- Water Resources Planning & Strategy Senior Advisor
23722 G5 – Water Resources Chalk Lead
23747 G5 -- Water Resources Specialist
23752 G5 – Chalk Coordinator & Engagement Lead
23746 G4 – Water Resources Officer

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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 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





2. Salary and benefits

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

Grade Rate: Starting salaries listed below (pro-rata - if part time or an assignment)

Grade	Starting Salary
4	£28,785
5	£36,389
6	£46,374

Locations: Please see information in the table on page 6

Hours of work: 37 hours FTE, permanent

Leave entitlement: Your leave allowance will depend on your 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.

Grades 1-4	Grades 5-7
25 days	27 days

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.

Pension: We will enrol you into the Environment Agency Pension Fund (EAPF) on commencing employment, if your employment contract is for 3



2. Salary and benefits continued

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

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.



3. Salary and benefits continued

Relocation:

If you need to relocate to take up this role, we might be able to offer financial help with this. This will depend on your circumstances, so if it's something you are interested in, please discuss it with us to find out what the options are.

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 Roles

To apply for any of the roles above please see our jobs board [HERE](#)

Job Title and Grade	Starting Salary	Locations	Vacancy Reference	Contracts Available
Grade 6 Water Resources Planning & Strategy Senior Advisor Job Profile: AS06	£46,374	Herts and North London Kent and South London Cumbria and Lancashire Thames	23863	4 x Permanent
Grade 5 Water Resources Chalk Lead Job Profile: PC05	£36,389	East Anglia	23722	1 x Permanent
Grade 5 Chalk Co-ordinator & Engagement Lead Job Profile PC05	£36,389	East Anglia Lincolnshire & Northamptonshire Kent and South London Herts & North London Thames	23752	6 x Permanent
Grade 5 Water Resources Specialist Job Profile PC05	£36,389	East Anglia Lincolnshire & Northamptonshire Kent and South London GMMC C&L Yorkshire Thames East Mid West Mids	23747	11 x Permanent
Grade 4 Water Resources Officer Job Profile ER04	£28,785	Herts & North London Kent & South London East Anglia, Lincs & Northants Solent & South Downs Thames Yorkshire	23746	7 x Permanent



3. The Roles continued

Water Resources Planning and Strategy Advisor G6 (Role in Cumbria & Lancashire – Area does not have chalk catchments)

Climate change makes it harder to ensure clean and plentiful water. The environment is already under pressure from increasing water demand, pollution, rising temperatures and physical modification. We are doing an immense amount to protect and enhance our local water resources through our own activities as operator, regulator, partner and influential advisor. We are at a crucial point in setting a high environmental ambition to ensure long term resilience in water resources, including environmental improvements to our water stressed catchments, particularly our internationally rare chalk streams.

Given the complexities of the water resources landscape, we need to develop an Area strategy which sets our local ambition and direction - establishing the best and most timely interventions. The strategy will need to take account of other initiatives underway such as Water Resources South East and implementation of the CaBA chalk strategy.

In this role you will be responsible for:-

- Developing, setting and leading implementation of the long- term strategic direction and local ambition for water resources in their Area
- Considering how best to attain environmental resilience for water resources against the backdrop of growth and climate change.
- Ensuring decisions are made on sound technical evidence and information
- Providing specialist expertise and guidance across the Area, to ensure the effective implementation of legislation, policy, and evidence to support the strategic direction.
- Identify future skills and development needs across the teams and promote ways of working that support skills resilience



3. The Roles continued

- Developing and leading on both internal and external communications in line with the strategic direction.
- Develop plans to maximise stakeholder relationships and partnerships to influence others in delivering our ambition

Experience & Skills

- Technical knowledge of water resources planning (previous experience of working with water companies would be beneficial)
- Strategic ability to lead, oversee and drive water resources planning
- Ability to find and deliver optimal solutions by effectively analysing all the information, probing to develop alternatives and taking sound and timely decisions
- Strong communication and influencing skills and a proven ability to build strong internal and external relationships at all levels
- Flexible leadership behaviours that embody Equality, Diversity and Inclusion and can motivate and enthuse a diverse range of people
- Ability to provide high level advice, guidance and use judgement, in an appropriate manner, to inform decision making for the business and manage organisational risks.
- Experience of leading a team to deliver results

Capabilities

Takes Decisions & Solves Problems, Influences & Persuades Others, Delivers Results Through Others – for more information on these capabilities please see table on page 17.



3. The Roles continued

Water Resources Chalk Lead G5

We are enhancing our efforts to restore chalk streams by creating a range of new posts across England. This is an exciting opportunity to contribute to an innovative national programme focussed on achieving sustainable abstraction and healthy rivers across chalk catchments. Fundamental to this will be the work of the national chalk network to help coordinate local action to deliver the CaBA Chalk Stream Restoration Strategy. You will work with the area virtual chalk team to develop and deliver the local chalk action plan with a particular focus on water resources. Building good relationships with technical leads across the area will be important to understand the chalk issues. The national chalk network will offer a broader perspective and bring together practitioners across the country.

As the area chalk lead you will:

- understand the overall scale and range of chalk water resource issues across your area and ensure an integrated approach with other pressures
- coordinate water resource chalk work for the area and act as lead contact for area leadership group
- input to the national chalk network: sharing good practice and learning from other areas
- coordinate delivery and reporting of actions

The Team:

The role will be based in the Area Environment Programme team. The team deliver a variety of environmental projects working in partnership with both internal and external partners. We focus on integrated outcomes to deliver multiple benefits for the environment. The role will provide technical leadership and coordination to the area virtual chalk team and be part of the wider national chalk network.

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3. The Roles continued

Experience/Skills Required:

- a relevant degree or equivalent experience
- technical knowledge and experience of abstraction management, water resources planning and ideally chalk stream issues
- experience of leading programme or project delivery and coordinating with colleagues from different parts of the business
- experience of technical engagement with managers and stakeholders on water resource issues
- a self-starter who can deliver key project tasks
- very good written and verbal communication skills
- good at networking and establishing relationships with technical leads
- excellent organisational and interpersonal skills, a team player whilst also being able to work autonomously
- positive can-do and enthusiastic attitude

Capabilities:

Achieves Results, Focuses on Customers and Partners, Influences and Persuades Others – for more information on these capabilities please see table on page 17.



3. The Roles continued

Water Resources Specialist G5

We are enhancing our efforts to restore chalk streams by creating a range of new posts across England. This is an exciting opportunity to contribute to an innovative national programme focussed on achieving sustainable abstraction and healthy rivers across chalk catchments. Fundamental to this will be improving our analysis and finding solutions to the impacts of water abstraction on chalk streams. You will provide specialist water resources advice to the area virtual chalk team and input to the development and delivery of the area chalk action plan. Building good relationships with technical leads will be key to understand the chalk issues and providing effective advice. The national chalk network will also offer a broader perspective and bring together practitioners across the country.

You'll support the delivery of projects and investigations related to abstraction in chalk streams:

- investigations into potentially unsustainable abstractions
- working with water companies to implement environmental improvement schemes
- organising internal project teams to provide technical advice to water companies
- providing advice to senior managers and facilitating the resolution of complex or contentious issues
- building productive and influential relationships with external partners including water companies and local interest groups
- using technical understanding and judgement to scrutinise the methodology and outcomes of investigations

The Team:

In East Anglia and Lincolnshire/Northamptonshire Areas the Integrated Environment Planning teams have pivotal roles in collating/analysing/sharing data to produce evidence that informs/drives area priorities. The teams focus on water resources/water quality and Water Framework Directive activities. In Kent and South London Area the role will sit in the Hydrology Team, alongside experts in hydrology and water resources. The role will contribute to the area virtual chalk team and be part of the wider national chalk network.



3. The Roles continued

Experience/Skills Required:

- a relevant degree or equivalent experience
- technical knowledge and experience of abstraction management and water resources planning
- a self-starter who can deliver key project tasks
- the ability to run a technical (virtual) team
- very good written and verbal communication skills
- an established record of practical problem solving
- the ability to think through challenges unsupervised and as part of a team have a good working knowledge of relevant abstraction policies and environmental legislation
- external engagement with stakeholders

Capabilities:

Achieves Results, Focuses on Customers and Partners, Influences and Persuades Others – for more information on these capabilities please see table on page 17.

Chalk Co-ordinator & Engagement Lead G5

We are enhancing our efforts to restore chalk streams by creating a range of new posts across England. This is an exciting opportunity to contribute to an innovative national programme focussed on achieving sustainable abstraction and healthy rivers across chalk catchments. Fundamental to this will be coordinating our internal approach and developing our engagement with partners. We need to work closely with technical leads across the area to identify and deliver our key messages around chalk catchments. The newly established national chalk network will also offer a broader perspective and bring together practitioners across the country.

You will lead on development of the area chalk action plan for water resources bringing together input from internal and external stakeholders. You will also identify, develop and deliver suitable projects to address water resource issues in chalk streams, taking a multi-benefit approach where possible.



3. The Roles continued

You will coordinate a participatory approach to chalk stream management to:

- understand the current status and scale of abstraction impacts
- support development of plans to improve technical understanding
- facilitate decision making approaches on options for future management
- input to delivery of actions from the CaBA Chalk Restoration Strategy

The Team:

The roles will be based in either the Thames Area Environment Programme Team or the Wessex Area Strategic Planning and Partnerships Team. The teams deliver a variety of environmental projects working in partnership with both internal and external partners, focussing on integrated outcomes to deliver multiple benefits for the environment.

The roles will work extensively across other teams to coordinate the area virtual chalk team and be part of the wider national chalk network.

Experience/Skills Required:

- a relevant degree or equivalent experience
- awareness of water resources and chalk issues
- a self-starter who can deliver key project tasks
- very good written and verbal communication skills
- experience of leading programme or project delivery and coordinating with colleagues from different parts of the business
- good at networking and establishing relationships with technical leads
- strong influencing skills and experience of working successfully with external partners

Capabilities:

Achieves Results, Focuses on Customers and Partners, Influences and Persuades Others – for more information on these capabilities please see table on page 17.



3. The Roles continued

Water Resources Officer G4

We are enhancing our efforts to restore chalk streams by creating a range of new posts across England. This is an exciting opportunity to contribute to an innovative national programme focussed on achieving sustainable abstraction and healthy rivers across chalk catchments. Fundamental to this will be improving our groundwater analysis of the impacts of water abstraction on chalk streams. You will support on the provision of water resources evidence to the area virtual chalk team to feed into development and delivery of the area chalk action plan. You'll support the delivery of projects and investigations related to abstraction activities in chalk streams. For example:

- investigations into potentially unsustainable abstractions
- data handling such as analysis and mapping
- sharing and communication of data and evidence
- using your technical understanding and judgement to assess the methodology and outcomes of water company investigations
- support production and delivery of the area chalk action plan
- support on drought planning and management

The Team:

The Integrated Environment Planning teams have a pivotal role in collating, analysing and sharing data to produce evidence that informs and drives area priorities. The teams include specialists and officers who focus on water resources, water quality and Water Framework Directive activities.

We drive the Area's work on Water Company planning for both Water Quality and Water Resources.

The role will contribute to the area virtual chalk team and be part of the wider national chalk network.

Experience/Skills Required:

- a relevant degree or equivalent experience



3. The Role continued

- technical knowledge and experience of abstraction management, water resources planning and chalk issues
- a self-starter who can deliver key project tasks
- very good written and verbal communication skills
- an established record of practical problem solving
- the ability to think through challenges unsupervised and as part of a team
- have a good working knowledge of relevant abstraction policies and environmental legislation

Capabilities:

Achieves Results, Data & Information Management, Communicates Effectively – for more information on these capabilities please see table on page 17.

Our adverts describe the day to day activities of the role, the teams they operate within and the skills/experience we're looking for from applicants. This information should be read in conjunction with the job family role profile that we've provided.

In the Environment Agency, our roles are grouped by grade and similar characteristics into one of seven job families. Job families describe the work undertaken in broad terms. This enables us to use generic profiles to broadly describe 80% of the key accountabilities, skills and experience for each job family at each grade.

Please contact Eanwc@environment-agency.gov.uk if you would like to discuss the role in more detail.



3. The Role Continued

Capabilities

Competency	Description	Indicators
Achieves Results	Sets and delivers high work standards, demonstrates the drive to meet targets. Prioritises and organises tasks and resources to ensure timely achievement of results	<ul style="list-style-type: none"> • Maximises work output by setting goals and priorities tracking and measuring outcomes and taking swift remedial action when necessary. • Can be relied upon to regularly exceed goals agreed • Is tenacious and perseveres when others might give up and by doing so achieves the desired results • Anticipates forth-coming issues and adjusts actions as necessary • Willing to put in extra effort to meet urgent deadlines when required; shows dedication and commitment; "goes the extra mile" • Is resilient and performs well under pressure; responds positively to setbacks and develops alternative action

Capability	Description	Indicators
Communicates Effectively	Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing	<ul style="list-style-type: none"> • Is an active listener, has time for people; seeks their contribution. • Uses full range of communication methods to ensure effective understanding. • Considers needs of and impact on audience, anticipates reactions and uses appropriate communication method and style. • Prepares written reports and data in clear, readable and accurate manner, using appropriate grammar, syntax and style. • Ensures communication is two-way; responds and acts on feedback · When presenting is easily understood and inspires attention from an audience. • Is clear and to the point when speaking. • Anticipates the main issues and prepares responses.



3. The Role Continued

Capabilities

Competency	Description	Indicators
Data and Information Management	Collects, analyses, interprets, records, manages, develops and shares data, material or information appropriately for a variety of purposes.	<ul style="list-style-type: none"> Ensures that activities are carried out and documentation completed according to the relevant data laws, policies, processes and standards. Accurately and safely collects, enters and maintains data in line with Environment Agency procedures and stores data, or material, for subsequent analysis safely. Anticipates requirements for data or information and/or identifies future reporting requirements and puts in place the means to meet these. Examines and tests out-sources and validity of data/information before using; makes clear the status or reliability of material used. Undertakes more data gathering where necessary. Produces factually accurate reports, both verbal and written using data and statistics supported by tools, databases and specialised software. Prepares and presents findings in a logical and well-structured manner that can be readily accessed and understood by a wide audience. Is fully aware of all documentation applicable to roles & responsibilities. Knows how to find out if unsure.
Competency	Description	Indicators
Focuses on Customers and Partners	Addresses the needs of internal and external customers, provides rapid and effective responses	<ul style="list-style-type: none"> Recognises the concept of both internal and external customers and treats both equally well. Identifies and addresses the needs of customers, delivering what is promised and ensuring that they are satisfied with the outcomes. Takes personal responsibility to meet customer needs; is polite, courteous and professional Ensures customers receive consistent and clear messages supported by accurate and timely information. Regularly monitors and measures customer satisfaction and looks for ways to improve customer service Anticipates and balances the needs of a range of customers with conflicting priorities. Keeps customers informed and manages expectations Handles complaints effectively, defuses anger and tension and resolves problems



3. The Role Continued

Capabilities

Competency	Description	Indicators
Delivers Results Through Others	Harnesses the team to deliver results on time, to required standards and in line with organisational processes and procedures.	<ul style="list-style-type: none"> • Translates key performance indicators and the local contribution into a team work plan and individual objectives. Communicates this effectively to team and colleagues • Assigns workload and resources to achieve plans in line with both business priorities and an accurate profile of the team's capabilities • Secures resources and orchestrates the activities of others to delivers results · Successfully obtains others' commitment to undertake work by gaining their acceptance and involvement • Monitors progress against key performance indicators, providing timely support to address shortfalls • Ensures the team gets the required data right first time, identifying causes of poor data and fixing or escalated appropriately • Improves what is delivered by welcoming challenge and through constant process improvement • Is flexible and manages conflicting demands in light of changing circumstances · Achieves tangible results by delegating (with support) suitable responsibilities and by encouraging the team to take personal responsibility for their actions • Uses a risk-based approach when prioritising activities and allocating resources • Develops and manages budget (relevant to level of responsibility required by role), ensuring all environment agency processes and procedures are correctly followed



3. The Role Continued

Capabilities

Competency	Description	Indicators
Develops People	Makes sure team members have the skills, knowledge and experience to successfully carry out their current role and to develop into future roles	<ul style="list-style-type: none"> • Offers timely feedback to others so that they can develop themselves and improve their performance • Spots and nurtures potential in team members to both improve performance and enable effective succession planning • Champions development by encouraging the team to seek, learn and share new ways of doing things and to take responsibility for their own development and careers • Encourages the team to learn from others, both internally and externally • Raises the general standard of performance within own team by promoting a positive learning environment in which coaching is encouraged and by identifying opportunities for skill development • Identifies gaps in the team's capability to meet existing and future requirements and plans people development activity to meet existing and future business needs • Builds skill levels systematically through relevant training, external recruitment and/or internal selection • Ensures no-one is discriminated against, either directly or indirectly, because of age, sex, ethnicity, disability or any other reason · Ensures people keep up-to-date with all relevant legislation, policies and practices



3. The Role Continued

Capabilities

Competency	Description	Indicators
Influences & Persuades Others	Presenting a case in a convincing and attractive way that will win people over, encouraging them to follow plans willingly; often succeeding where logic and reason alone would fail	<ul style="list-style-type: none"> Gathers relevant data, marshals facts and prepares sound arguments Listens to other's opinions, understanding their viewpoints, needs and concerns; responds appropriately; lobbies others in advance Presents a credible case and explains the benefits to the audience/listener; anticipates the main objections/arguments Responds to the needs and style of the listener when influencing. Seeks to achieve a "win-win" outcome and develop the relationship with the person(s) being influenced. Prepares convincing written arguments on complex issues, presenting information logically, concisely and persuasively. Able to modify and reformulate case, read the listener's mood and adjust accordingly Plans and prepares influencing strategies for key players and opinion leaders.

Competency	Description	Indicators
Takes Decisions & Solves Problems	Finds and delivers optimal solutions by effectively analysing all the information, probing to develop alternatives and taking sound and timely decisions.	<ul style="list-style-type: none"> Uses previous experience and careful analysis to identify potential problems, effective solutions and arrive at sound decisions. Identifies and asks appropriate questions to explore and detect root causes of problems or sources and quality of evidence. Applies sound techniques to analyse problems, generate options and select best course of action. Seeks out and considers the best available information before making decisions. Probes, checks and confirms veracity of data as appropriate. Confronts head-on difficult situations where major decisions have to be made quickly. Makes sound decisions based on complex or incomplete information and/or within limited timescales. Escalates issues when they are beyond own limitations and/or have consequences further than own responsibilities.



3. The Role continued

Competency	Description	Indicators
Manages the business	Understands the Environment Agency's business processes and how to maximise the use of resources in an efficient and effective way	<ul style="list-style-type: none"> • Understands the business significance of own and teams work in terms of cost effectiveness and environmental outcomes • Develops and manages realistic budgets. Monitors and controls expenditure in line with allocated budgets • Produces realistic business plans that meet team and departmental requirements, translating the corporate strategy and vision into clear strategic plans for own department • Takes responsibility for the quality of the department's data and information in line with our custodianship principles • Secures the 'best value for money' by implementing the environment agency procurement process thoroughly and by managing projects and suppliers to agreed budgets and quality standards • Seeks to do more with less resource and to identify alternative sources of funding where appropriate · Demonstrates commercial attitude and sense in all decisions and actions • Identifies business-critical risk and encourages team to assess and manage risk. Takes calculated risks to advance the business where appropriate · Increases efficiency and reduces costs by prioritising, challenging established practices and by looking externally, where appropriate, for successful business solutions • Adopts a broad, long-term view to anticipate how own department impacts upon and links with the rest of the environment agency • Conducts relevant environment agency recruitment, sickness and absence, disciplinary and grievance policies and procedures thoroughly and fairly • Ensures that the team complies with environment agency health and safety guidelines in all work practices and that all non-compliance and incidents are investigated • Ensures statutory internal and government requirements are met.



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.

There will be a requirement to visit assets on site so some travel is required for this role. A full UK driving licence is required.

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



4. Further Information

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.

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.



5. How to apply continued

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>Tenancy deposit loan scheme 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>Lease Car Scheme Relocation Assistance Free Car Parking</p>