

create a better place



# Environmental Crime Officer

## Candidate Information Pack



**Job title:** Environmental Crime Officer  
**Job location:** Various  
**Date:** 09/06/2018  
**Reference:** Vacancy ID

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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](http://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:** £27,138 per annum (pro rata if part time). We also have a pay award scheme that is linked to your performance throughout the year.

**Location:** Various EA Offices

**Hours of work:** 37 hours (pro rata if part time)

**Leave entitlement:** Your leave allowance in this role will be 25 days plus bank holidays (pro-rata - if part time or an assignment). This increases to 30 days with length of 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 18.5%, so this is a very generous scheme.

For further information on the benefits of working for the Environment Agency please see [benefits package table](#) at the end of this document.



## 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.

As part of our commitment to flexible working we offer up to 15 additional days 'flexi-time' per year. These directly correlate with any hours worked above your core 37 hour contracted working week (pro-rata - if part time or an assignment).

### **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.

### **Lease car:**

A lease car is included with this role.

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



## 3. The role

### Role

An Environmental Crime Officer performs a crucial role within the Area Enforcement Teams across England. The team's principal objective is to prevent, disrupt and enforce against environmental crime in line with national, organisational and local priorities.

Our focus is currently on waste crime, which can take a number of forms. This can range from operating waste facilities without the appropriate authorisations to large scale, organised illegal deposits of waste. We work with partner organisations such as the local authority to prevent smaller fly tipping incident escalating into more serious offending.

You could be dealing with one person burning waste illegally one day and the directors of a national or international company fraudulently avoiding landfill tax the next. No two days, site visits or investigations are the same in this varied role.

We have a range of sanctions available to us ranging from providing advice and guidance through to prosecution. Unfortunately few illegal waste operations have a simple solution to either bring the operator into compliance or stop them from operating completely. We do not deal with crimes like domestic burglaries that happen at a specific time and location; we deal with a pattern of behaviour over a longer period of time.

As such our investigations take time to build up a body of evidence to prove the behaviour is deliberately breaking the law. In this role you would be required to engage with operators to give them the relevant support as well as the opportunity to become compliant with the relevant regulations. If this is ignored and illegal behaviour continues, enforcement activity escalates.

This will lead to some challenging conversations with difficult and sometimes confrontational individuals, requiring you to adapt your communication style to handle the situation. Due to the nature of criminality we investigate you will ultimately end up prosecuting people, putting case files together and presenting your evidence in court.

You could easily be dealing with one or two large scale cross-area investigations, a dozen or more small ones, or a combination of both. You will have a complex and comprehensive workload, but you will work with your colleagues and line management to ensure your workload is manageable. We have governance processes in place to ensure our response to criminality is proportionate, consistent and delivered in a timely manner.

## Principal accountabilities

As part of the application and interview process, we'll be looking for you to demonstrate the following top 3 capabilities for the role:

- Illegal activity detection and enforcement,
- achieve results, and
- Deals with hostile situations.

The **How to Apply** section (section 5 below) provides advice on how to complete your application.

- The nature of the job will involve travel to (and working at) a variety of locations across your Area for regulatory, monitoring, enforcement and incident management purposes, including remote sites, riverbanks, uneven terrain and agricultural and industrial premises.
- We will provide you with a lease car, but you must have a full driving licence.
- All necessary clothing, kit and equipment will be provided.
- Overnight stays may occasionally be required but you will be given plenty of notice beforehand.
- Many people within the Environment Agency have a dual role in Incident Management (such as flooding). Full training is provided for these roles and you will be invited to find a role that suits if you wish to do so.
- We welcome applications for those requiring part time and flexible career opportunities.





## 3. The role continued

### Knowledge/Qualifications

At application stage we do not expect you to have a thorough working knowledge of the legislative framework in which we operate, but an understanding of the legislation that applies to conducting criminal investigations is essential. If you have relevant transferrable skills not related to law enforcement, please tell us about them too.

You may have experience of handling multiple projects at any one time, working in a challenging environment or dealing with customer complaints. We're looking for someone with good communication skills, an ability to handle a varied workload and who can ultimately deliver successful outcomes.

Whatever your background, you'll be interested in the environmental sector and be willing to enforce environmental regulations, even if this means sometimes dealing with confrontational situations.

We're not seeking any specific qualifications for this role. It's much more important that you have the right knowledge, experience, personal characteristics and a passion for protecting the environment.

### Skills/Abilities/Experience

As one of our Environmental Crime Officers you'll draw upon a number of key skills and personal characteristics. You'll need to:

- A knowledge of how to lead and conduct criminal investigations
- Have excellent communication skills;
- Build and maintain strong relationships with a diverse range of people;
- Be innovative & take the initiative;
- Be able to work under pressure, organising and prioritising your workload to meet deadlines;
- Ensure you collect, handle and disclose information and evidence securely;
- Have the confidence to learn new IT systems;
- Be self-motivated with the ability to work with minimum supervision;
- Have a proven ability to work collaboratively with other teams and external stakeholders.

## • Training and development

You will receive the necessary training and development to ensure that you have the skills needed to perform your role as Environment Crime Officer to a high standard. This will include a mixture of on the job training, mentoring, e-learning and role specific training courses.

Below is a list of some of training courses and development opportunities, you will be eligible for if you are successful in gaining a role in an Area Enforcement team:

- Incident Management,
- Health & Safety; including 'Working Near Water' and 'Manual Handling',
- Data and Information Management,
- Legislation and Law relating to environmental crime,
- Auditing and compliance,
- Environmental permitting and legal exemptions,
- Enforcement and sanctions.
- Planning and Waste Management.





## 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 want the Environment Agency to be a life-enhancing place to work - a place where you feel able to bring your whole self to work and where difference is truly valued. Being a diverse and inclusive organisation is essential for everyone's wellbeing, engagement and productivity. It also means we will better reflect the communities we serve, helping us to do even better for people and wildlife."*  
James Bevan, Environment Agency Chief Executive.

We look forward to welcoming you to Enforcement and hope you can play a pivotal role in one of our Area teams.

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.



## 4. Further information continued

Please note that Environment Agency employees are not civil servants so you may wish to check your eligibility for continuity of employment by contacting your HR department. All eligible bodies are listed in the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999

### 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.

### **How to prepare your answers for a capability based application**

Capabilities are high level descriptions of key behaviours, skills and knowledge that underpin effective performance. They are the behaviours, skills and knowledge employees must have, or must acquire, to achieve high levels of performance.

Capability questions target a specific skill, so we will be looking for some key components in your answer:

- an indication that you understand the importance of that capability to the role for which you have applied
- evidence that you understand the fundamental skills associated with that capability
- an example that highlights your possession of that capability
- an awareness from you of how the critical skills will be used to good effect in the new role



## 5. How to apply continued

### 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 602 6099 or email [ea\\_recruitment@sscl.gse.gov.uk](mailto:ea_recruitment@sscl.gse.gov.uk)

### Role Specific Questions

For further information relating to any of these roles, please contact [FCRMRecruitment@environment-agency.gov.uk](mailto:FCRMRecruitment@environment-agency.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:

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

Please consider the environment and only print this document if you really need to.

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