

create a better place



Case Officer - Enforcement

Candidate Information Pack

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

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

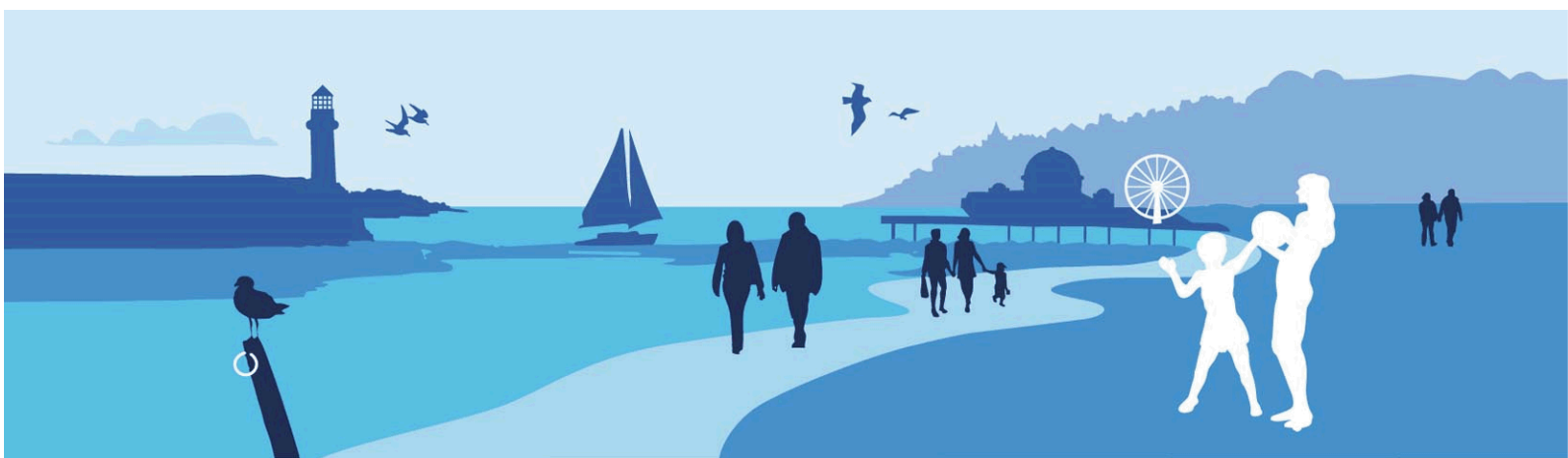


Job title: Case Officer – Enforcement
Job location: Warrington
Date: 12th February 2019
Reference: 9942

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1. Our organisation

Our organisation

We are the Environment Agency. We work to protect and improve the environment and create better, safer places for people and wildlife. We:

- protect and improve the quality of water, making sure there is enough for people, businesses, agriculture and the environment
- fight environmental crime
- work closely with businesses (such as those in the waste industry) to help them comply with environmental regulations
- reduce the risks to people, properties and businesses from flooding and coastal erosion

Our work helps to ensure people can enjoy the water environment through angling and navigation and we also look after land quality, promote sustainable land management and help protect and enhance wildlife habitats.

Of course, none of this will be possible without the professionalism and dedication of our staff. We work with government, local councils, businesses, civil society groups and communities to make our environment a better place for people and wildlife. As a public body we are committed to promoting equality and diversity in all we do and valuing the diversity of our workforce, customers and communities.

We're committed to helping our people find new ways of working to maintain our focus on creating a better place for people and wildlife. For more information on the Environment Agency and what we do, please visit: www.environment-agency.gov.uk/aboutus

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#) | [Flickr](#) | [YouTube](#)



2. Salary and benefits

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

Grade Rate: £22,792 pro-rata

Location: Richard Fairclough House, Knutsford Road, Warrington, WA4 1HT

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

Leave entitlement: Your leave allowance in this role will be 25 days (pro rata if part time) plus bank holidays. This increases to 30 days with length of service. 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 months or more. The EAPF is part of the Local Government Pension Scheme (LGPS). It is a career average defined scheme, which means you will build up benefits based on your pay each 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 from 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.



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 want all our staff to feel valued and respected and to see this as a great place to work. 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.

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 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.



3. The role

Our advert describes the day to day activities of the role, the team it operates 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.

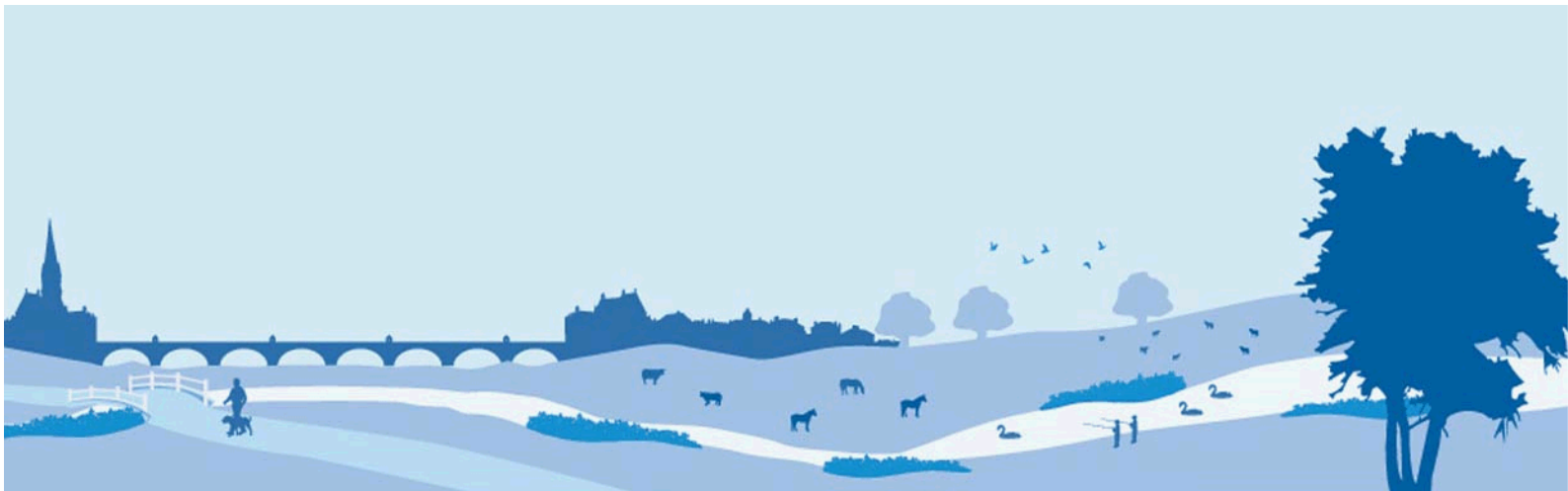
The role of Case Officer – Enforcement fits into our Environment & Regulation job family at Staff Grade 3.

Please contact the vacancy manager if you would like to discuss the role in more detail.

Top capabilities for the Case Officer role:

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

- Achieves results
- Focuses on customers and partners
- Takes Decisions and Solves Problems
- Communicates Effectively
- Manages Self
- Works in Teams



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.

For an informal conversation about the role please contact Catherine Thornton on 020302 51153 or Catherine.thornton@environment-agency.gov.uk

Eligibility to apply and continuity of employment

Employment agency workers and contractors are considered to be external candidates and should therefore only apply for positions that are being advertised externally. They are also not eligible to claim continuity of employment should they be successful in securing a position with the Environment Agency.

If you have been a member of a Regional Flood and Coastal Committee in the last 12 months we will not be able to continue with your application based on agreed appointment rules related to employing ex-RFCC members. We would welcome an application from you once the 12 month period have passed.

For applicants who currently work in local government or other bodies listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999, you may be eligible for continuous service for the purpose of calculating any future redundancy payment. In addition, if you can demonstrate that you have worked at the Environment Agency immediately before joining the Civil Service and are now being re-employed by the Environment Agency within a period of three years of leaving, you may also count your Civil Service employment for the purpose of calculating your service related entitlements as outlined above. If you are unsure of your status then you should contact your own HR Team.



4. Further Information continued

Pre-employment Checks

Please note all successful applicants must undergo Baseline Personnel Security Standard (BPSS) checks prior to commencement of employment. 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>

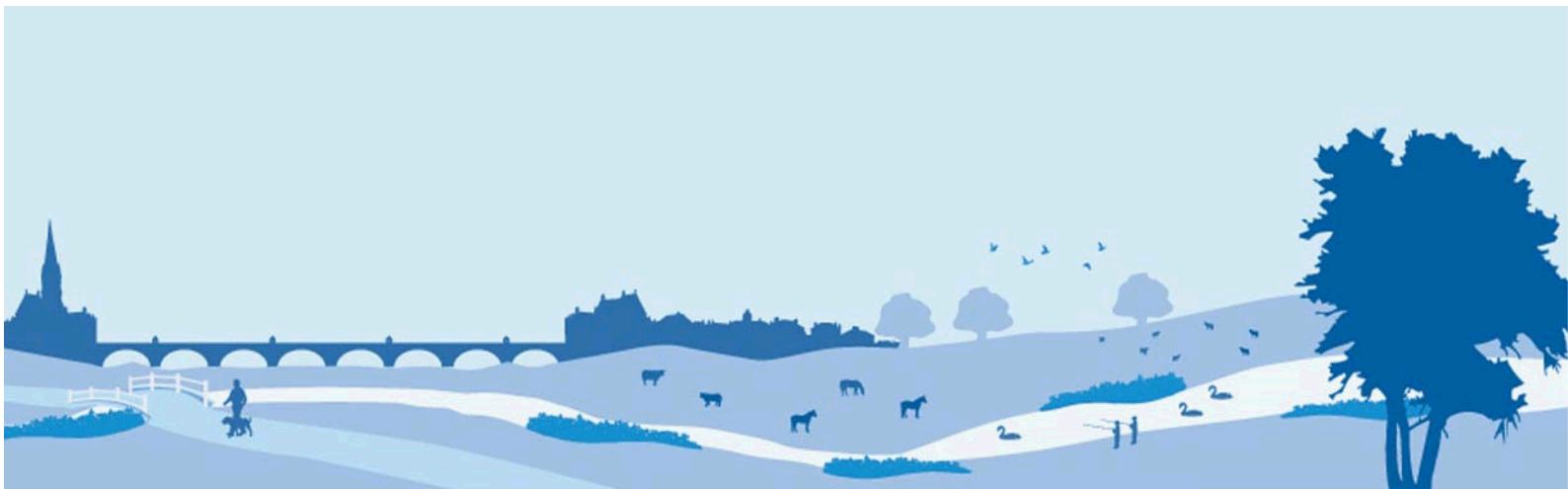


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LinkedIn



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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 be able to just log straight in 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.

Capability questions

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 capability questions are your chance to convince us!

How we shortlist

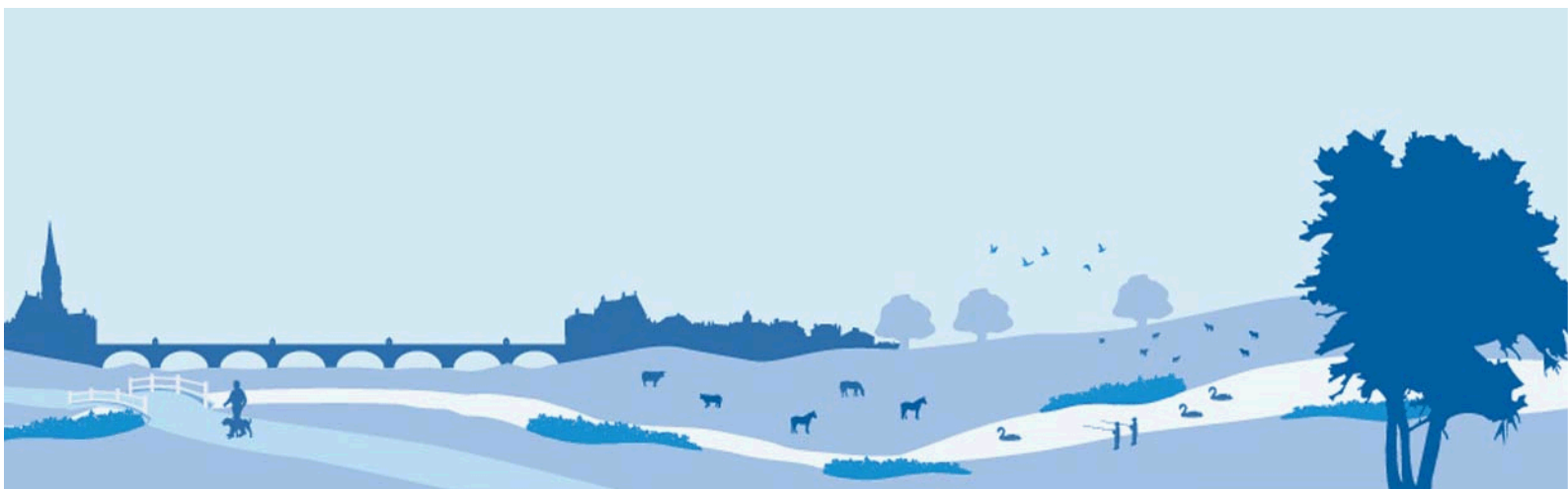
We will shortlist your application based **only** on the information you've provided in your application form, including the answers to the capability questions. We score your answers to the capability questions and use these scores to make decisions on whether we'd like to invite you for an interview. We may also take into account your previous work experience or qualifications, depending on whether this is a requirement of the role or not.

Should I attach my CV?

If you choose to attach your CV (this is not necessary), please note that your CV **is not visible to us at the shortlisting stage**.

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.



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.

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.

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

Setting up 'job alerts'

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