Job Profiling Form

Before completing the job profile template first read the Easinet pages on job profiling and the decision making process to establish whether there is an existing profile already in use.

Avoid using acronyms (these can be difficult to understand).Use plain English: Try to imagine an external candidate with very little knowledge of the role is reading it. Try not to make assumptions about their understanding. Always describe things clearly, simply and in plain English.

Job Profile Template

i. Is this replacing a current Job Profile? No

ii. If yes, provide the O: drive reference number and job title of current profile N/A
(For example: JPM687)

Job Title
eputy Director Change Implementatic

Role Type
Executive Manager

Press this button to guide you through selecting the "Role Type" and "Grade"

Edit Grade and Role Type

Grade
EM1

Role Type	How far ahead to think and	Complexity of the job	Experience	Degree of independence
Executive Manager		Leading operational implementation. Influencing up and looking across/up within own function. Translating policy into operational implementation and delivery of results		

1. Title of Line Managers Role Director Change Implementation

2. Benchmark Job Reference

3. Job Purpose

You will need to click inside the box below to edit or enter text…

The postholder leads the development and delivery of organisational change programmes including the Strategic Reviews Response Programme and Strategic Alignment Programme with Defra and others as they are agreed. They will manage the Programme Team and work closely with a wide range of people supporting the programme from across the business. They will lead and influece Executive Directors and senior managers in all Directorates to develop and implement affordable structures and changed ways of working which maximise the value of the resources available to the Enviornment Agency through both organisational change and improved ways of working. For some programmes (e.g. Strategic Alignment) they will engage with Defra and other organisations. They will manage a team of c. 8 ftes and be accountable for a budget of c. £500k p.a.

4. Accountabilities

1. Lead, plan and monitor the strategic direction of the function in order to support the delivery of business plans.

2. Lead, develop and embed a culture of effective change management, to adapt to, optimise and support the changing needs of customers.

3. Originate, champion and lead on initiatives for change to deliver efficient systems and support & improve business delivery.

4. Identify and manage operational risk to the delivery of the business plan to enable the Environment Agency to operate in a safe, innovative and efficient manner.

5. Lead, develop and motivate operational teams to deliver results on time, to required quality standards and cost, to fulfil the business plan and achieve environmental outcomes.

6. Plan, monitor, control and realign resources to maximise their efficient and effective use and ensure objectives are completed to required standards.

-

-

-

5. Capability Information

Find Capabilities

Category	Capability	Entry	Expected
Management	Delivers results through others (4>4)	4	4
Management	Develops People (3>4)	3	4
Management	Leads People (4>4)	4	4
Management	Leads the organisation (3>3)	3	3
Management	Manages the business (3>4)	3	4
Management	Manages change (3>4)	3	4
Personal effectiveness	Influences & persuades others (4>4)	4	4
Personal effectiveness	Focuses on customer & partners (3>4)	3	4
Personal effectiveness	Manages self (3>4)	3	4

View the Capability Dictionary on Easinet >>

6. Top 3 Capabilities

1	Manages change (3>4)
2	Influences & persuades others (4>4)
3	Focuses on customer & partners (3>4)

Additional Recruitment Information

Educational Requirements **IMPORTANT INFO**

A degree or higher qualification in a relevant subject

Professional Qualifications Requirements **IMPORTANT INFO**

No specific qualification

Experience Requirements **IMPORTANT INFO**

Experience of leading large successfiul and fast paced change programmes
Experience in developing and influencing strategic outcomes with a range of stakeholders
Experience of communicating effectively within a large and complex organisation

Essential Additional Information

Delete where applicable:

Approved March 2014 EMP160

The job will be based in Horizon House, Bristol or London or an agreed National Office hub

Some national travel is required

Some standby and on-call work is required