**Programme and Project Manager Advert**

**Environment Agency – East Midlands**

Job Description:

This is an exciting opportunity to influence the future environment of East Midlands through the management and delivery of innovative environmental improvement projects. We are looking for an individual to develop and manage our Environment Programme which includes delivery of the Water Framework Directive (WFD) programme and programme management of the Water Resource Revenue & Capital and the Fisheries Improvement programmes. The post holder will manage the programme and use their project management skills to deliver our portfolio of projects, which includes fish passes, river restoration, diffuse pollution initiatives and water resource management.

We need an enthusiastic and committed person who will work with internal teams, and influence our external partners to ensure timely delivery & expenditure for a range of projects. You will work closely with the Catchment Co-ordinators within the team, and, our flood risk, data and evidence, water resources and ground water teams to ensure the programme and projects you manage deliver the required outcomes.

This challenging and exciting role offers a fantastic opportunity to achieve significant benefits for people and the environment.

The Team:

The Environment Programme team are a professional and dedicated team with a good reputation for working across functions and organisations to make a difference for people and wildlife in the East Midlands Area. Based in the Trentside Area office in Nottingham, the team sits within the Environment, Planning and Engagement (EPE) department.

Experience/ skills required

The person we are looking for will have programme and project management experience preferably in environmental projects. We are looking for someone who works well with other internal teams, external partners and gets things done! It’s important that you are skilled at managing multiple priorities and competing demands. You will be an excellent communicator and must also understand the importance of teamwork and collaboration.

Other key requirements for this role include:

* Experience of successful programme and project management.
* A good communicator who is able to take a pro-active approach to develop effective professional relationships with internal teams and external customers that achieve beneficial outcomes.
* Good knowledge of at least two of the following would be an advantage: Water Framework Directive; River Basin Management Planning; Biodiversity &/or Fisheries; Natural Flood Risk Management and Water Resources.

Additional Information:

This is a fixed term contract until March 2020. Based at our Nottingham office, you will need a full driving licence as there are regular meetings with partners and site visits to attend.

The role with EPE may be required to take part in incident response. The line manager will confirm the specific arrangements depending on the role.

For further details please contact Alison Baker: Environment Programme Manager on 07979 277 069 or by email: [Alison.baker@environment-agency.gov.uk](mailto:Alison.baker@environment-agency.gov.uk) You can also download the candidate pack for more information.

Competency 1 Group: Cross Functional Know How Competencies

Competence 1 **Programme and Project Management**

Description: Selects, plans and manages contractors, programmes or events to achieve a set of Environment Agency objectives cost effectively.

Co-ordinates activities to manage and implement complex interrelated projects with multiple organisations, including setting appropriate milestones; recognising and planning for areas of particular difficulty, uncertainty and set-backs

Competency 2 Group: Personal Effective Competencies

Competence 2 **Takes Decisions and Solves Problems**

Description: Finds and delivers optimal solutions by effectively analysing all the information, probing to develop alternatives and selecting the best course of action.

Confronts head-on difficult situations where major decisions have to be made quickly.

Competency 3 Group: Personal Effective Competencies

Competence 3 **Communicates Effectively**

Description: Listens and questions to understand and engage. Conveys information and ideas clearly, accurately and persuasively through speech and writing.

Considers needs of and impact on audience, anticipates reactions and uses appropriate communication method and style.

Anticipates the main issues and prepares responses.

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Competency 4 Group: Personal Effective Competencies

Competence 4 **Focuses on Efficiency and Innovation**

Description: Identifies and seizes the opportunity to create, introduce and implement new or improved methods, processes and without, compromising quality or accuracy.

Checks and ensures the accuracy of information received and produces work that is right first time.

Actively seeks and implements opportunities to maximise efficiency and effectiveness of self and the team.