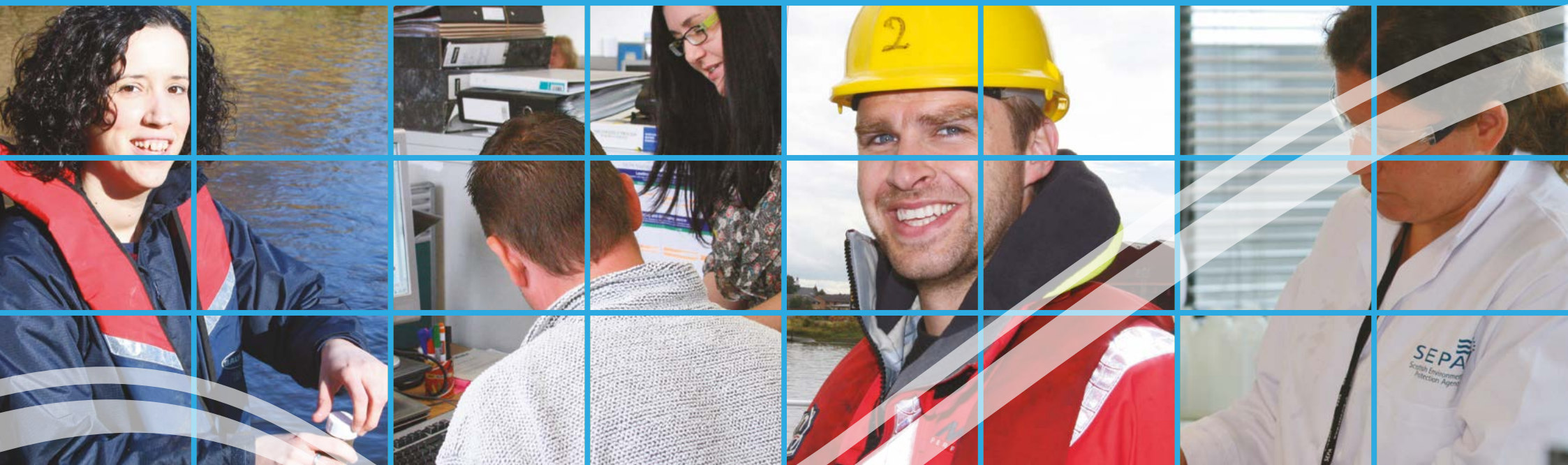


Graduate

trainee scheme



Who are we?

SEPA has a big ambition. Want to know why?

As a forward thinking environment protection agency (EPA) we need to be ready to meet the significant challenges of the 21st century. And there's a big one.

Put simply, we are using the planet in a way that it can't sustain. If we continue to live the way we are, we'll need the resources of three planets.

We only have one.

Something needs to change.

That's why we've set ourselves a big ambition. It's called **One Planet Prosperity**. It will help communities in Scotland create prosperity within the limits of our planet.

To help us achieve this we'll continue to need talented people. People who have the skills to help us as we continue to create a world class EPA. That's why we're investing in a new graduate trainee scheme and looking to recruit 6-10 graduates with equally big ambitions to join us in September 2017.



Terry A'Hearn
SEPA Chief Executive



What you will be doing?

The answer is... a lot!

From day one you'll be working with a committed team. Our people are determined to find ways of protecting and improving the environment that, as far as possible, help create health and well-being benefits, and sustainable economic growth for the people of Scotland. What we do matters and you can be involved in making a real difference.


You'll be hands on, in roles that will challenge and give you experience of a wide range of opportunities. You will develop a solid foundation of knowledge and plenty of transferable skills. You'll be involved in practical work to simplify and improve processes and procedures; generating new ideas and getting involved in small projects which turn ideas into reality.

The range of work we do might surprise you!

How will I learn?

During the two-year programme you will have four role rotations to different functions of our organisation. You'll learn about all aspects of our business with rotations tailored to your degree subject, career interests and our needs. By the end of the programme you'll be equipped with the skills and knowledge to take up an officer level (Band E) role within SEPA.

You'll learn through a blend of work experience, shadowing, training events, mentoring and coaching with support from your managers and colleagues.

A portrait of Fiona Johnstone, a woman with long blonde hair, smiling. She is wearing a dark blue sweater and a colorful, patterned scarf. The background is a modern office interior with a staircase.

Fiona Johnstone Sector Lead

SEPA's management support has given me the confidence to build relationships with regulated businesses.

This has helped me in my new role in SEPA's Sector Team, which involves building and encouraging internal and external relationships for better environmental outcomes.

Where will I be working?

Here's a flavour of the work that goes on in our six organisational portfolios.

In our new **Commercial Services** portfolio you'll be helping us generate revenue through the development and marketing of global commercial opportunities and by maximising external grant funding. You'll enjoy the challenges of working on diverse projects on an international scale that will demand extensive engagement both internally and externally. Working with this small, dynamic team to market and deliver our services across the world is the perfect opportunity for you to build impressive business acumen.

In our **Evidence & Flooding** portfolio you'll be working alongside teams of dedicated and passionate people who are experts in their field. Their job is to provide vital scientific information to help us and the people of Scotland make the right decisions about how to improve and protect our environment. Our flooding teams work specifically on protecting people from the dangers of flooding and work innovatively to create solutions to reduce the impact it has on our country.



Martin Valenti **Head of Strategic Initiatives**

My role involves developing strategic initiatives that help deliver our corporate outcomes; as well as winning the hearts and minds of the businesses we regulate to support their transition to a low carbon and inclusive economy.



In our **Finance** portfolio you'll work alongside a team of professionals who are behind one of our most important functions; looking after our public purse. We are funded partly by public money and partly through charging the businesses we work with for the licences we give them to operate. Here, you will have a chance to develop the skills it takes to deliver an exceptional customer service in a fast paced environment.

Our **People & Property** portfolio is home to our Human Resources, Learning and Development, Health and Safety and Facilities teams. Here, you'll work with talented and passionate colleagues. They know that to achieve our big ambition, we need to have the right people and give them a great place to work. The teams collectively make sure that everyone who works for us feels valued, safe and supported. You could get involved in all sorts here; anything from helping us design innovative learning solutions to supporting well-being initiatives.



Matthew Connacher
Specialist (Scottish
Landfill Tax)

Before joining SEPA, I had limited public speaking experience. Through training and manager support, I have increased my exposure to presenting, and now present with confidence to senior officials both in SEPA and in partner agencies.



Our new **Performance & Innovation** portfolio has been specially created to support our big ambition of meeting the global challenge of living within planetary constraints. Taking a new approach to the way we do things means we need to be more innovative than ever. The work here is varied and diverse; everything from developing brilliant ideas for transformative change to getting your message across with our Communications team. You may get the chance to be creative with our dynamic marketing team or you might be supporting strong, working partnerships with key stakeholders.

The job of our **Regulatory Services** portfolio is to make sure that businesses in Scotland comply with the law on how to treat the environment. However, if we are to sustain ourselves with the resources of our planet, we know that just complying with the rules is not enough anymore. Here, you'll get actively involved not just with helping people follow the rules but inspiring them to go beyond compliance. Your days will be varied, one day you might be out inspecting a site, the next you might be talking to a small business about innovative ideas to raise their environmental credentials.



Roisin Murray-Williams
Scientist

My job involves me working with a variety of data for modelling, analysis and visualisation. I'm actively encouraged by my team to pursue new ideas, techniques and technologies which improve upon or create new processes and tools.



Are you our ideal candidate?

We work in a fast changing environment. So what kind of person can help us deliver our ambitious purpose?

We recognise that qualifications are important, but we want people who have passion and can face the challenges of a working in a forward thinking, progressive organisation. If you have graduated within the last two years you can apply whatever your degree subject or classification is.

We look for a diverse range of skills in our people. But there are certain qualities you'll need to succeed on this programme. During your application process we'll be looking to see if you have them.

Collaborative

Are you a dynamic team player, someone who can build relationships quickly and enthuse and influence others?

Leadership

Will you bring confidence to your role and excel in adapting to new, exciting and challenging environments?

Innovative

We want people who can bring creative new ideas and challenge the status quo. But it's more than that, so can you transform those creative ideas into action and thrive on change?

Courageous

Do you recognise great opportunities, and have the courage to act on them?

The application process

01

Online application

Applications open
13 February 2017
www.sepa.org.uk/graduates

02

Application form

You will be asked to submit an online application form by 24 March 2017.

03

Online testing

Selected applicants will be asked to complete a short online test.

04

Assessment centre

Successful applicants will be invited to an assessment centre on 24 April.

05

Offer

Offers of employment will be made shortly after the assessment day.

06

Start date

Successful applicants will start on 4 September 2017.

Salary and benefits

Financial benefits

- Starting salary of £23,758.
- Local Government Pension Scheme (LGPS) administered by Falkirk Council. The scheme operates on a career average revalued earnings (CARE) basis.

Key benefits

- Generous annual leave entitlements starting from 28 days per year, increasing to 32 days after five years of reckonable service.
- Seven public holidays.
- Professional and personal development.
- Occupational sick pay (entitlements based on length of reckonable service).
- Flexible working hours.
- Employer Supported Volunteering Scheme which allows every member of staff one day's paid leave per year to participate in voluntary work.

Health and lifestyle benefits

- Financial contribution towards the price of glasses or contact lenses for display screen use.
- Occupational health benefits and access to a free Employee Assistance Programme which provides life management services.
- Cycle to work scheme (a tax efficient way to purchase a bicycle through salary sacrifice).
- Childcare vouchers scheme.



Frequently asked questions

How long is your graduate trainee scheme?

Our scheme lasts for two years. During that time you will have four role rotations to different areas of our organisation. We want you to experience as wide a range of opportunities as possible.

Can I leave throughout this period? What's the notice period?

We hope that you will choose to stay with us for the full two-year traineeship, but if you choose to leave you will be required to give us four weeks' notice in writing.

Is there an application deadline?

The application window opens on the 13 February 2017 and the closing date is 24 March 2017. Unfortunately we cannot accept late applications.

Is this a general scheme or are you looking for specific disciplines?

We are not focussing on any particular discipline. If you have graduated within the last two years you can apply whatever subject your degree is in.

Do I require a certain degree classification to apply?

We have no minimum degree classification. We recognise that qualifications are important, but we want people who have passion and can face the challenges of a working in a forward thinking, progressive organisation. If that's you, then apply whatever your degree classification is.

Are there any age restrictions?

No, our graduate programme is open to all ages.

Do you accept applications from non-UK graduates?

We do, however you must have the legal right to live and work in the UK.

What does the recruitment process involve?

The process will start with an online application. If you are successful at this stage we will ask you to complete some online testing. After that, successful candidates will be invited to our assessment centre. This will be on 24 April 2017 in Stirling.

Do you pay expenses for candidates travelling to the assessment centre?

Yes, you can claim back your travel costs to a maximum of £150. If you're invited to assessment centre we'll send you a form and further details on how to claim.

When will I start?

Successful applicants will start on 4 September 2017.

Can I defer my start date?

Unfortunately we cannot accept deferred applications.

What will my salary be?

Your starting salary will be £23,758.

Where could I be based?

We have 22 offices across Scotland. Graduate placements could be in a variety of offices, so some flexibility is required. You will be assigned an office which will be your base location during your traineeship. It's anticipated that you will undertake four six-month 'placements' in different parts of the business. If you are required to travel from your base location or stay overnight you will be reimbursed through business expenses.

Is there shift work?

No, you won't be asked to do shift work. SEPA has a flexi-time scheme which means that you can work flexibly between the hours of 7.30am and 7.30pm in agreement with your manager.

You may, from time to time, be asked to work earlier or later because of the specific assignment you're working on. When this is required your manager will authorise overtime or time off in lieu. It's highly unlikely that you will be required to work at weekends.

Am I guaranteed a job at the end of the two years?

We can't guarantee you a job but it is highly likely that you will be offered suitable role on the successful completion of the two-year programme. As part of the scheme we will give you loads of opportunities to develop significant and recognisable transferable skills. You can then use these in any job application.

I have another question, who do I contact?

E-mail us at: SEPA@havaspeople.com, and we will get back to you as soon as we can. Or you can call us on 0845 074 3789 (Monday-Friday, 9am-5pm).

Tips for completing your application form

To apply for our graduate trainee scheme you will need to complete an online application form. Here are some tips to consider.

Time – give yourself plenty of time to complete your application. It always takes longer than you think, so don't leave it until the last minute.

Get to the point – answer the question seems obvious, but many people really do miss the point. This is your chance to tell us why you are the best graduate for us.

Use examples - if you have some good examples then use them to tell us the positive impact you had on that situation. Tell us what YOU did; it's you we're interested in.

Check for mistakes – an application form full of mistakes doesn't give a good impression. Check your application, and don't just rely on spell check to pick things up.

Tips for the assessment centre

The assessment centre is our first chance to actually meet you. First impressions count, and we want you to do your best. So here are some tips to help you prepare.

Homework – just when you think you're past the homework stage! Research our organisation. You don't need to know us inside out, just a general flavour of what we do.

Be yourself – don't try to be someone you're not. We're interested in who you are and why you are the best graduate for our organisation

Give it your best shot – make sure you listen carefully to what is being said to you on the day. Think about how you are answering any questions and prepare some examples in advance that tell us why we should give you a place on the scheme.

