

✓Professional ↗Purposeful +Passionate

Trainee Flooding Officer Programme 2024



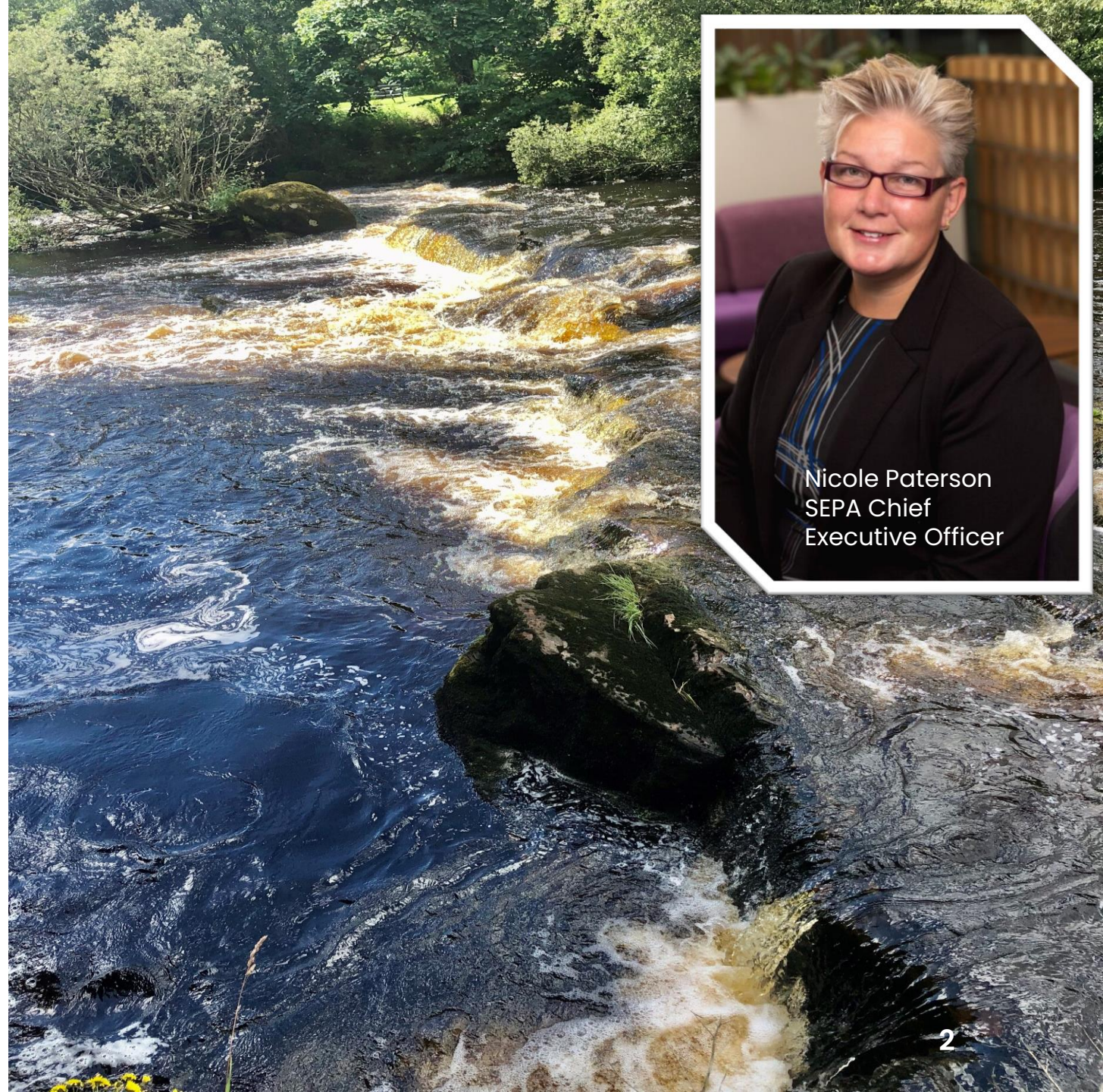
sepa Scottish Environment
Protection Agency
Buidheann Dion
Àrainneachd na h-Alba

Who are we?

SEPA is the Scottish Environment Protection Agency. Our role is to make sure that the environment and human health are protected, to ensure that Scotland's natural resources and services are used as sustainably as possible and contribute to sustainable economic growth.

We're creating a world class agency, ready for the significant challenges ahead. It's what our planet needs and deserves. We want to grow our own talent and create a workforce that is ready to help build a stronger, fairer and more sustainable nation.

If you think you have the skills we're looking for and want an exciting job in which you can help create a better future, we are recruiting now for our 2024 intake of Trainee Flooding Officers.



Nicole Paterson
SEPA Chief
Executive Officer

Our values

How do we protect, support and promote the environment across Scotland?

By being **Purposeful**, **Professional** and **Passionate** about what we do.

Purposeful

Our priorities are at the core of our purpose.

We work proactively at pace to do the right thing for our environment, communities and colleagues. That means we're adaptable, resilient and transparent with each other.

We look at the best way to get things done and deliver our environmental priorities, with sustainable solutions being our only practical option.

Professional

Being transparent, evidence based and totally accountable for everything we do is a fundamental part of our role.

We are considered and considerate, respectful of each other and of different perspectives and priorities.

We understand, to get things done, we need to provide clarity and direction to everyone involved. Above all we need to inspire excellence and be a trusted partner in our communities.

Passionate

We embrace the opportunities we have to make a positive environmental impact across Scotland and care deeply about reflecting the needs and concerns of our communities.

We're just as passionate about supporting and learning from each other. Empowering one another to challenge our thinking and influence meaningful change.

What's our focus?

We're on the front line of global action to tackle our climate and nature emergencies. As Scotland's national flood forecasting, flood warning and strategic flood risk management authority, we innovate, collaborate and drive collective action to help build a stronger, fairer and more sustainable nation.

How will I learn?

This is a career, not just a job. Over the two-year programme you will become a future flooding specialist through a range of development opportunities, including rotations around our teams, on job tasks, formal training and coaching.

There will be tailored development. Together we will build on and make the best of your strengths, developing a unique plan to help you steer your learning and development to the areas of flooding work that suit you best.

End of programme assessment: On successful completion of your learning and achievements, you will move into a Scientist level post in one of our flooding teams to begin the next phase of your career journey.





Our approach

Flooding is part of our **Data, Evidence, and Innovation Portfolio**.

We help Scotland avoid, adapt and act in a changing climate by ensuring that our regulation and flood risk management help businesses and communities to realise the opportunities of a net zero, circular economy and be resilient to changes in our climate.

We help to improve the quality of our environment for people and for nature by encouraging nature-based solutions and valuing multiple benefits.

The focus of our **Hydrology and Flooding** section is on three services that:

- Help communities and businesses **avoid** the risk of flooding.
- Help communities and businesses **adapt** to flooding and climate change.
- **Warn** of flooding where both avoid and adapt aren't possible.

Where will I be working?

You will be based initially in the central belt (Edinburgh or Eurocentral), where you will be assigned to one of the five structural teams within the Hydrology and Flooding function.

You'll work on a variety of projects involving different styles of work and different groups of colleagues. The set up is designed flexibly to facilitate resilience, manage peaks and troughs in demand and to tailor the development of your skills and knowledge.

Our Hydrology and Flooding section provides a range of products and services from our Water Scarcity Reports and Flood Risk Maps, to Flood Forecasting & Warning (Floodline) and hydrometric services. All of which require regular and varied engagement work with our partners and public customers.



What does a typical flooding officer day look like?

“Every day is different, but a big part of my work is taking complicated information, knowing what it means, and turning it into practical advice which people can understand and act on. That might be doing post-flood analysis, working with our forecasters, local or national consultations, being at community events, or doing work with partners, either in local advisory groups, or 1-1.”

Sean



What does a typical flooding officer day look like?



“Hugely varied! Today has included Flood Warning Duty Officer tasks, enquiry management on official government and Floodline customer requests, GIS training help for colleagues, working on Flood Risk Management, involving local stakeholder engagement, and Land Use Planning cases. But tomorrow could be different again.”

Lianna





Are you our ideal candidate?

To achieve our goal of reducing the impacts of flooding and helping Scotland adapt to climate change, we are searching for energetic, innovative self-starters to join our early career programme.

Just like the varied work carried out across the function, our staff come from equally varied backgrounds. We are looking for highly numerate, highly motivated team players with great communication skills.

We don't necessarily need significant hydrological experience in the first instance if you are willing to learn. Our training programme will provide you with opportunities to learn and develop across a broad range of skills to begin, with routes to specialise as your training and career progress.

You'll need to be a keen collaborator and proficient at working closely with dispersed teams. You should be adaptable, well organised and a good problem solver with a positive attitude to handling difficult situations.

Whatever your background, you'll be interested in tackling our climate emergency and helping people become more resilient to flooding.

Let's talk...

Salary & benefits

Financial benefits

- The starting salary will be £32,149 (based on 2024-2025 pay scales) rising to a min of £36,906 after successful completion of the programme.
- **Local Government Pension Scheme (LGPS) administered by Falkirk Council.** The scheme operates on a career average revalued earnings (CARE) basis.
- **Give as you Earn (GAYE):** We also run an optional payroll giving scheme, which enables you to donate to your chosen charity via [Charities Aid Foundation](#).
- **Interest Free Loans:** You can access a free loan for public transport season tickets, which you can then repay through agreed monthly salary deductions.

Key benefits

- Generous annual leave entitlements starting from 30 days per year increasing to 34 after five years of reckonable service.
- Seven public holidays.
- Additional Annual Leave Purchase Scheme.
- Occupational sick pay (entitlements based on length of reckonable service).
- Flexible Working Policy.
- Hybrid Working Policy.
- Wide range of family friendly policies including, maternity leave, parental leave, adoption leave, shared parental leave and paternity leave.

Health & lifestyle benefits

- Occupational health benefits and access to a free Employee Assistance Programme which provides life management services.
- Employer Supported Volunteering Scheme which allows every member of staff two days paid leave per year to participate in voluntary work.
- One paid well-being day.
- Cycle to work scheme (a tax efficient way to purchase a bicycle through salary sacrifice).
- Staff and corporate discounts.

The application process

Online application

Applications open on 25 July 2024

Application form

All application forms will need to be submitted by 18 August 2024

Assessment centre

Successful applicants will be invited to the assessment centre either w/c 9th or w/c 16th September

Offer

Offers of employment will be made shortly after the assessment day

Start date

Successful applicants will start mid October 2024

Frequently Asked Questions

How long is the Trainee Flooding Officer Programme?

Our programme lasts for two years. During that time, you will complete a two-year structured training programme including a mixture of on-the-job training, mentoring, e-learning and some structured classroom-based learning sessions.

Are there any age restrictions?

No, our trainee programme is open to all ages.

What does the recruitment process involve?

The process will start with an online application. If you are successful at this stage, successful candidates will be invited to our assessment centre.

What are my working hours?

SEPA has a flexi-time scheme which means that you can work flexibly in agreement with your manager.

Out of hours and weekend work may be required when you join the flood warning on call rotas, which attracts further financial benefits.

Can I leave throughout this period? What is 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.

Do you accept applications from non-UK graduates?

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

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 are invited to the assessment centre, we will send you a form and further details on how to claim.

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

Yes, following successful completion of the two-year programme, you will be offered a permanent Flooding officer role.

Frequently Asked Questions (continued)

Is there an application deadline?

The application window opens on the 25 July 2024 and the closing date is 18 August 2024.

Unfortunately, we cannot accept late applications.

When will I start?

Successful applicants will start mid October 2024.

What will my salary be?

The starting salary will be £32,149 (based on 2024-2025 pay scales) rising to a min of £36,906 after successful completion of the programme.

Do you complete pre-placement checks?

Yes, we will obtain references to cover the last three years, you must supply a basic Disclosure Scotland certificate and complete pre-placement health questionnaire.

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

We are not focussing on any specific qualifications. We want the right people with the skills and passion to help Scotland adapt and respond to this climate emergency. Great communication skills and a people-centred focus are really important.

Can I defer my start date?

Unfortunately, we cannot accept deferred applications.

Where could I be based?

In the first 6 months your base office will be Eurocentral (Angus Smith Building) or Edinburgh. After a time, and reflecting business need, you will be able to request a transfer to other offices across Scotland, as much of our work can be done through hybrid office/home working.

I have another question, who should I contact?

Email us at: hr@sepa.org.uk and we will get back to you as soon as we can.

Tips for completing your application form

To apply for our Trainee Programme, 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 to last minute.



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 that we are 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

To apply for our Trainee Programme, you will need to complete an online application form.

Here are some tips to consider:



Homework

Research our organisation. You don't need to know us inside out, just a flavour of what we do.



Be yourself

Don't try and be someone else. We are interested in who you are and what you can bring to the organisation.

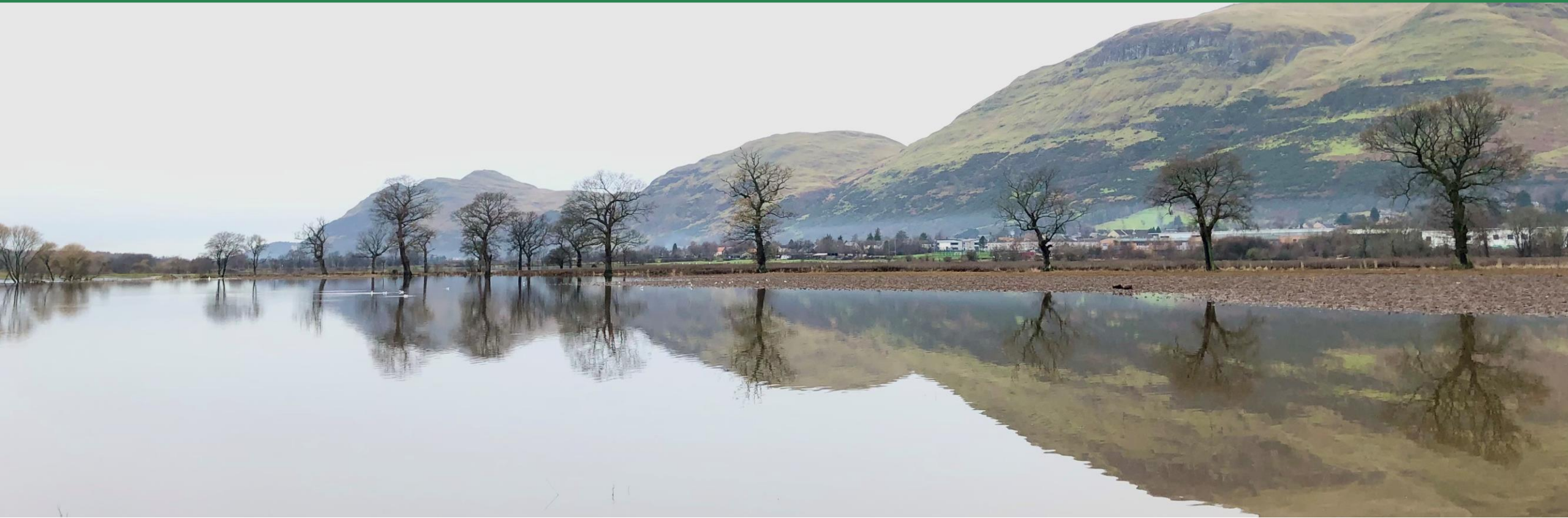


Give it your best shot

Make sure you listen carefully to what is being said to you on the day. Think about how you answer questions and think about why you should be selected for the 2024 Trainee Flooding Officer Programme.

Good luck with your application.

If you would like this document in an accessible format, such as large print, audio recording or braille, please contact SEPA by emailing: equalities@sepa.org.uk



✓Professional ↗Purposeful +Passionate