

December 2021

## **Information for applicants**

**Principal Wastewater Specialist,  
Environment Team**

**(Ref: OFW– BC552)**

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### Principal wastewater specialist, Environment Team, Policy and Outcomes, Ref: OFW– BC552

#### Introduction from David Black, interim Chief Executive

Water companies support all aspects of life. Safe and reliable water and wastewater services are essential for our day to day lives, our wellbeing, and our natural world.

And as the economic regulator of water and wastewater in England and Wales, our role is to enable, incentivise and hold companies to account for providing the very best for customers, society and the environment now and in the future. We also oversee the markets that exist in the water sector to make sure they are working for customers.



To achieve this, we've set ourselves three goals. They are to:

- transform water companies' performance;
- drive water companies to meet long-term challenges through increased collaboration and partnerships; and
- for water companies to provide greater public value, delivering more for customers, society and the environment.

Delivering these goals will help to meet customers' needs: ensure reliable and safe water supplies today with a better environment, affordable bills and a resilient and sustainable future for water.

As we do this, we will be working to fulfil the UK and Welsh Governments' strategic priorities for Ofwat, and UK and Welsh Government policy.

We're ambitious about the future and looking for people who can help us to achieve our goals. Thanks for your interest in joining Ofwat. We look forward to receiving your application.

**David Black**  
interim Chief Executive

## About Ofwat and the role

Ofwat (the Water Services Regulation Authority) is the economic regulator of the water and wastewater sector in England and Wales. Our role is to help it build trust and confidence with customers, the environment and wider society. Ofwat has an ambitious new [strategy](#) and as a regulator we are setting ourselves up to achieve and equal the ambition of this new strategy. It matters to us that things on the ground really change so that our impact on customers, the environment and the future of water is tangible and meaningful.

Our work is high-profile and fast-moving, within a dynamic and agile environment. The work that you'll be involved in every day will be about helping us to deliver our strategy, helping to us to be the regulator we want to be and helping the sector to deliver outcomes that matter to customers and society. Our strategy sets out the role Ofwat will play. We will adapt, be confident, act with purpose and integrity and continuously improve so that we make the greatest contribution possible to improving life through water.

## Ofwat's environment work and team (Policy and Outcomes)

The natural world is facing profound challenges in the form of climate emergency, wildlife loss, and environmental degradation. The water sector is deeply invested in and reliant on our natural world and is working to protect and improve our environment both now and into the future. Through our strategy, we are making the environment integral to all that we do, and we have set out how we will regulate in a way that means that water companies are able to build on the work they are already doing to make the environment an integral part of their business, inseparable from the services they provide.

The role sits within our environment team, and is part of the wider environment, public value and governance team. This forms part of the Policy and Outcomes cluster, one of the seven clusters around which Ofwat's work is structured internally. The focus of the Policy and Outcomes cluster is on developing and implementing regulatory policy, driving improvement to support our strategic goals for the sector and delivering the best outcomes for customers and the environment. The nature of the role means that you will engage and work closely with Ofwat colleagues across all the clusters, in particular the cost assessment team, which sits in our Company Performance and Price Reviews cluster.

This is an exciting time to join Ofwat's environment team. As a Principal wastewater specialist in the team, you will play a pivotal role in designing policy that can be used to meet the challenges involved in delivering net zero in the water sector, such as the mitigation of process emissions from wastewater treatment. You will also support our water quality work through advising on issues related to discharges from storm overflows and our work on nature-based solutions. You will also support the assessment of expenditure and the benefits delivered for the next price review, PR24, in some of these areas.

More broadly, it is a great opportunity for anyone who is looking to build on their knowledge of environmental policy and practice in the water sector. It is also an opportunity to work in partnership with a wide range of important stakeholders across government, regulators, companies, environmental NGOs and others on key environmental policy projects including:

- delivering a more outcome focussed Water Industry National Environment Programme (WINEP)
- exploring how we can use natural capital accounting methods
- considering how to bring about change in how people use water.

The challenges are great, and so are the opportunities. In the same year that the UK has hosted COP26, this is a hugely exciting time to join our organisation. The water sector is leading the way on globally significant issues such as achieving net zero, and playing its part in achieving a greener future through the UK Government's ambitious 25 Year Environment Plan.

## **Role expectations and responsibilities**

You will be a technical specialist with experience of working in the water sector. Your specialism may be in engineering, science, asset management or another relevant field. To be successful in this role this you will need to be a strategic thinker, with excellent communication skills, being able to influence both technical and non-technical audiences. You will provide engineering advice and support to the environment team and senior leadership team on wastewater issues and the environment, responding flexibly to the needs across the organisation. You will be able to 'join the dots' between our work and that of government and other regulators, to ensure joined up regulation.

As a Principal wastewater specialist you will:

- use water sector experience and professional expertise to develop regulatory policy
- have a high level of technical competency, excellent numeracy, written and oral communication skills, and use these skills to provide advice across the organisation
- influence and persuade both technical and non-technical stakeholders
- be proactive and able to work autonomously and lead areas of work
- have good policy development skills and well developed people and stakeholder management skills
- a track record of project delivery against challenging deadlines
- apply your technical expertise to areas of economic regulation
- support the assessment of company business plans and expenditure requests at PR24
- critically evaluate and challenge analysis or product of a professional peer
- produce high-quality documents and contribute to external publications
- work closely with colleagues across Ofwat to align with other areas of work

- build your skills through continued learning and development within your profession.

With you experience and expertise, you will support and advance the net zero and water quality work of the Environment Team. This will require a general and wide understanding of environmental issues in wastewater, as well as the experience and skills to be able to work with Ofwat’s environmental stakeholders and scrutinise technical approaches with confidence and authority.

To be successful in the role, you will have:

- Experience/a good understanding of net zero/greenhouse gas reduction targets for the water sector and how they fit into the context of wider government targets for the environment.
- A current understanding of wastewater assets and their operation, particularly in relation to storm overflows and their environmental impacts.
- An understanding of how to address environmental challenges using nature-based solutions, and the multiple environmental benefits they can deliver for the water sector.

Desirable, but not essential experience and skills include:

- Experience of designing, building and commissioning solutions to mitigate greenhouse gas emissions (process and fugitive), and be able to contextualise these solutions in our wider policy work on net zero.
- The ability to assess potential nature-based solutions in different contexts, and identify where they can be used to help address climate change, biodiversity loss and other environmental and societal challenges.

## Professional requirements – Principal wastewater engineer (Environment team – Policy and Outcomes)

	Essential	Desirable
Qualifications and knowledge	<ul style="list-style-type: none"> <li>• Graduate qualification and/or equivalent professional experience in engineering, science or equivalent.</li> <li>• An understanding of net zero/greenhouse gas reduction targets for the water sector and how they fit into the wider context of government targets for the environment.</li> <li>• A current understanding of wastewater assets and their operation, in particular storm overflows and issues associated with storm overflows.</li> <li>• An understanding of how to address environmental challenges using nature-based solutions, and the multiple</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate degree (or equivalent) in a relevant field.</li> <li>• Chartered status or working towards chartership with an engineering or other appropriate professional body.</li> <li>• Understanding of water company strategic</li> </ul>

	<p>environmental benefits they can deliver for the water sector.</p>	<p>planning including the Drainage and Wastewater Management Plans (DWMPs).</p> <ul style="list-style-type: none"> <li>• Understanding of environmental legislation requirements and regulation including Water Framework Directive (WFD) and Water Industry National Environment Programme (WINEP).</li> <li>• Understanding of investment appraisal techniques</li> </ul>
<p><b>Experience and skills</b></p>	<ul style="list-style-type: none"> <li>• Experience of influencing and persuading both technical and non-technical stakeholders.</li> <li>• Experience of working with and influencing government and non-government environmental stakeholders.</li> <li>• Experience of working with and providing advice to senior management.</li> <li>• Project management.</li> <li>• Experienced communicator (oral and written).</li> <li>• Experience of thought leadership and policy analysis and development.</li> <li>• Experience of working flexibly and collaboratively with multi-disciplinary teams to deliver joined up strategic thinking.</li> <li>• Able to critically evaluate and challenge analysis or product of a professional peer.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of designing, building and commissioning solutions to mitigate greenhouse gas emissions (process and fugitive).</li> <li>• Experience of using nature-based solutions to address environmental challenges.</li> <li>• Technical experience of water sector engineering (wastewater), capital programmes, asset management and/or business planning</li> </ul>
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Communicating and influencing</li> <li>• Working Together</li> <li>• Making Effective decisions</li> <li>• Managing a Quality Service</li> <li>• Seeing the Big Picture</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Leadership</li> <li>• Developing Self and Others</li> </ul>

## Terms and conditions of employment

### Contract

This is a permanent appointment.

### Salary

The salary range for Band 4 (Principal) is - £51,628 - £78,970. For this position external candidates can expect to achieve a starting salary in the bottom half of the pay band, depending on relevant skills and experience required for the post. Salary is paid monthly by credit transfer.

Internal and Civil Service candidates already at this job level would normally maintain their existing salary arrangements as this would be classed as a level transfer. If applying for the role as a promotion, these candidates can typically expect to be appointed on a salary at the bottom of the band or a 10% increase to existing salary, whichever is greater.

### Location

The role will be based in either Birmingham or London, with travel between offices and occasional other travel as required. However, the majority of employees are currently working from home in line with the government's advice, due to the Covid-19 pandemic.

### Contracted place of work and taxable expenses

Any person who regularly works more than two days a month in both the Birmingham and London offices, irrespective of their contracted place of work, is considered by HMRC to have two permanent workplaces.

The payment of your rail fare, accommodation or subsistence in this situation attracts tax and National Insurance because you are receiving a benefit.

Ofwat meets the cost of the tax and National Insurance by grossing up your expenses and recovering the net amount through your monthly pay package. But the expenses are classed as taxable earnings, which could impact on any attachment of earnings – for example, student loan repayments, high income child benefit and state benefits.

This means that you will not be required to meet the costs of travel to the office location where you are not based.

For further information on taxable expenses, please email [payroll@ofwat.gov.uk](mailto:payroll@ofwat.gov.uk).

## Hours of work

The successful post holder will be required to work a minimum of 37 hours, excluding lunch breaks. You will be required to work such additional hours as is reasonable and necessary for the efficient performance of your duties

## Probation

There is a probationary period of six months for all new entrants. Subject to satisfactory performance, the post holder will be transferred to permanent establishment at the end of their probation.

## Annual leave

On appointment the post holder will be entitled to 25 days annual leave plus 10½ days' public and privilege holidays a year. Annual leave entitlement will be increased by one day for each year of continuous employment with Ofwat, up to a maximum leave allowance of 30 days.

## Pension

On appointment, you are eligible to join the Civil Service Pension. The Civil Service offers a choice of defined benefit and stakeholder pensions, giving you the flexibility to choose the pension that suits you best. We offer you a choice of two types of pension.

**Alpha:** alpha is an occupational pension scheme and provides a defined benefit worked out on a Career Average basis.

From 1 April 2020, member contributions are based on actual salaries.

From 1 April 2020, employee contributions are:

Actual pensionable salary (annual)	All members
Up to and including £22,600	4.60%
£22,601 to £54,900	5.45%
£54,901 to £150,000	7.35%
£150,001 and above	8.05%

From 1 April 2020, employer contributions are:



Revised Salary Band (£)	ASLC rate from 1 April 2020
23,000 and under	26.6%
23,001 to 45,500	27.1%
45,501 to 77,000	27.9%
77,001 and over	30.3%

**Partnership:** this is a stakeholder pension with a contribution from Ofwat. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings.

Employer age-related contributions are:

Age at the last 6 April	Percentage of your pensionable earnings
Under 31	8%
31 to 35	9%
36 to 40	11%
41 to 45	13.5%
46 or over	14.75%

To learn more about the Civil Service Pension schemes, please follow the link <http://www.civilservicepensionscheme.org.uk/>

## Ofwat benefits

We also offer a range of additional benefits. These include:

- access to our package of benefits via our ‘Edenred’ scheme. This is a voluntary benefits scheme where staff have access to exclusive discounts on a range of goods and services such as retail outlets, theatre tickets, holidays, insurance and gym membership;
- cycle-to-work scheme;
- season ticket loan for travel between home and office;
- flexible working arrangements;
- fees paid for membership of relevant professional bodies;
- regular professional development;
- health and wellbeing initiatives; and
- free eye tests and contribution towards lenses/spectacles for VDU users, if appropriate

Any move to Ofwat from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>.

## Further information

### Security clearance

Any offer of appointment will be subject to satisfactory completion of security and pre-employment checks. Further information about the security checking procedure is available on request.

### Nationality and immigration control

This post is open to nationals of states within the British Commonwealth and the European Economic Area (EEA) and certain members of their families. There must be no employment restriction or time limit on your permitted stay in the UK.

If you would like further information on Nationality and Immigration Control, please email us at [people@ofwat.gov.uk](mailto:people@ofwat.gov.uk).

### Stocks or shares

Because of the nature of the information you will come into contact with and the need to be wholly independent of the water sector in England and Wales, you and your family (including your spouse or civil partner and any children or step-children under the age of 18 who still live at home, or any other member of your household) will be precluded from owning, purchasing or dealing in the shares of the water companies and their holding companies.

## How to apply

Applicants should apply through the Civil Service Jobs website. You will be asked to create an account and complete an application form. If you are unable to make an electronic application, you may submit your application on paper. Please contact us to find out how at [recruitment@ofwat.gov.uk](mailto:recruitment@ofwat.gov.uk)

### Selection timetable

Closing date	09:00am Friday 7 January 2022
Sifting	Week commencing Monday 10 January 2022
Interview date(s)	Week commencing Monday 17 January 2022

Please note that during the Covid-19 pandemic interviews will be conducted via video conferencing software such as BlueJeans, Skype or Microsoft Teams.

It is expected that the interview process for this vacancy will include a short presentation. Further details will be provided to shortlisted candidates upon invitation to interview. It may be necessary for a second stage interview, which will be communicated to the successful candidates, if required.

If you have any queries about any aspect of this role, selection process, or you require any reasonable adjustments please email [recruitment@ofwat.gov.uk](mailto:recruitment@ofwat.gov.uk)

## Expenses

We will refund travelling costs at the rate of standard rail fare for the journey or motor mileage rates (cars: 25p per mile).

Please note that proof of purchase will be required for all public transport expenses.

We cannot refund expenses for travel into the UK. If you have to stay overnight, please contact [recruitment@ofwat.gov.uk](mailto:recruitment@ofwat.gov.uk) for further details.

## Data protection

We will use your application only to inform the selection process. If you are successful it will form the basis of your personal employee record with us and we will store it electronically within our SharePoint Electronic Document Management System (EDRMS) and our HR system iTrent. Unsuccessful applications are not retained and will be destroyed using Ofwat's secure disposal methods. If you have indicated that you would like Ofwat to retain your information for future similar employment opportunities we will retain this information. If at any point you decide you do not wish Ofwat to retain your information for these purposes please contact us and we will ensure your information is removed from our systems, unless we are legally obliged to hold it for a further period.

We will hold any data about you in completely secure conditions and with restricted access. Information in statistical form on present and former employees in some instances is

provided to appropriate outside bodies. Wherever possible Ofwat ensures that statistical information is anonymised.

We will include data that you provide on the diversity monitoring form in a general database for statistical monitoring purposes only. This enables us to monitor the effectiveness of our policy on equal opportunities in employment.

Ofwat processes all the personal data you have provided during your application as set out in Ofwat's privacy policy which is available here: <https://www.ofwat.gov.uk/publication/privacy-policy/>. If you have any concerns regarding the processing of some or all of your data please inform the People Hub in writing to [people@ofwat.gsi.gov.uk](mailto:people@ofwat.gsi.gov.uk) and/or the Data Protection Officer by emailing [FOI@ofwat.gsi.gov.uk](mailto:FOI@ofwat.gsi.gov.uk).

## Diversity

Ofwat aims to be an equal opportunities employer. We intend to make sure that there is equality of opportunity and fair treatment for all irrespective of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership status;
- pregnancy and maternity;
- race, religion or belief; or
- sex or sexual orientation.

We would like to assure you that we will treat the information you provide on the diversity monitoring form in the strictest confidence and only use it to help us monitor appropriate equal opportunities policies. This information plays no part in our selection process.

## Investors in People (IIP)

Ofwat has IIP accreditation which reflects good management practices throughout our organisation, including in business planning, individual objective setting, learning and development opportunities, as well as continuous constructive feedback through our delivery and development conversations approach to performance management.

## Complaints procedure

The process of recruitment and assessment embraces the principles of fair and open competition and best practice. The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition as

outlined in the [Civil Service Recruitment Principles](#). The second is to promote an understanding of the [Civil Service Code](#) which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it.

If you feel your application has not been treated in accordance with the recruitment principles and you wish to make a complaint, you should contact Sarah Lal, Head of HR, Corporate Enablers (People), Ofwat, Centre City Tower, 7 Hill Street, Birmingham, B5 4UA in the first instance. If you are not satisfied with the response you receive from us you can contact the Civil Service Commission at [info@csc.gov.uk](mailto:info@csc.gov.uk).

**Ofwat (The Water Services Regulation Authority)  
is a non-ministerial government department.  
We regulate the water sector in England and Wales.**

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Any enquiries regarding this publication should be sent to [mailbox@ofwat.gov.uk](mailto:mailbox@ofwat.gov.uk).

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