

Job Description Template

The Chief Insights Officer (CIO) will provide executive and strategic oversight, direction and leadership of the delivery of our key functions as set out in the Environment Act These are monitoring the government's progress in delivering the objective set out in the 25 Year Environment Plan (25 YEP) and advising the government on other matters relating to the natural environment. The CIO will also serve as a member of the OEP executive leadership team, reporting to the Chief Executive Officer.

The CIO will either be a member, or a regular attendee, of the Board. The Board's role is to decide and oversee the strategic direction of the OEP, building the confidence of stakeholders in the OEP's role in environmental improvement. It is anticipated that the CIO will also attend the meetings of the Audit and Risk Assurance Committee (ARAC).

Business Area	Office for Environmental Protection
Business Area Detail	Insights Directorate
Job Type	Executive Management
Which profession is the job?	Operational Delivery
Role title	Chief Insights Officer
Grade	Senior Civil Service (SCS) Level 1
Salary	£71,000-£93,000
Location	Worcester (with options for flexible working)
Contract Type	Permanent
Working Pattern	Full time
Offered Benefits	Flexible working to allow for variations in your hours from day to day, suiting your needs, and where this is compatible with business needs Generous Annual Leave allowance Civil Service Pension Employee Assistance Programme providing free and confidential 24/7 telephone advice service to staff. Occupational Health Service (OHS) to provide a range of support services to help with the way you feel at work Outstanding Learning and Development support including paid study leave. Salary Sacrifice Schemes such as Cycle to Work and Charitable Giving.

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	<p>Season Ticket and Rental Deposit Loans.</p> <p>Access to a huge range of retail discounts and offers through an employee discount portal.</p>
Short Organisational Summary	<p>The Office for Environmental Protection (OEP)</p> <p>We are a new public body, established with the principal objective of contributing to environmental protection and improving the natural environment. We support Parliament in holding government to account on its environmental commitments and help improve environmental governance through independent oversight and advice on environmental law and other matters relating to the natural environment.</p> <p>We were legally created in November 2021, under the Environment Act 2021. All of our powers were commenced by February 2022 and we are now fully legally established in England and Northern Ireland.</p> <p>We published our first strategy in June which describes our four strategic objectives:</p> <ul style="list-style-type: none">• Sustained Environmental Improvement: Government is held to account for delivery of environmental goals and targets and its plans for environmental improvement. This includes publishing an annual independent assessment of progress in relation to the implementation of the government's 25 Year Environment Plan.• Better environmental law, better implemented: The environment is protected and improved and people are protected from the effects of human activity on the natural environment through better design and implementation of environmental laws. This involves monitoring the implementation of environmental law, publishing reports and providing advice on selected areas.• Improved compliance with environmental law: Government and other public authorities abide by environmental law so it can protect people and improve the environment as intended. This involves receiving complaints about public authorities' compliance with environmental law and action to challenge and remedy serious failings.• Organisational Excellence: We aim to be effective and efficient, with the authority, relationships, expertise and voice to play our full part in national environmental governance. We are developing our culture based on our values that we are independent, act with purpose are evidence led and trust one another. <p>The OEP is a non-departmental public body sponsored by Defra. This means we operate independently from Defra and are not part of the UK Civil Service. Dame Glenys Stacey is the Chair of our Board and our Chief Executive is Natalie Prosser.</p>

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	<p>The natural environment is important for everyone and we aim for our teams to reflect the diversity of our society. Your personal qualities and alignment with our values will be as important as your professional experience. Applications are encouraged from all backgrounds.</p>
Job Description	<p>ROLE OVERVIEW</p> <p>The Chief Insights Officer (CIO) is a member of the OEP's executive team, reporting directly to the Chief Executive Officer. Members of the executive team, including the CIO, rotate 6 monthly terms as the executive member of our Board.</p> <p>The CIO plays a pivotal role at the heart of the OEP's leadership team, playing a full role in strategic decision-making across the organisation and expected to contribute strongly to the corporate leadership of the OEP. They have collective responsibility for the operational delivery of all our strategic objectives and for promoting our culture and values.</p> <p>The CIO leads the Insights Directorate and is accountable for monitoring and reporting on environmental improvement plans and statutory environmental targets, ensuring that the government in England and Northern Ireland are held to account on their environmental commitments. The CIO is ultimately accountable for the content and evidence included in our annual report monitoring government progress towards its commitments and will need to communicate the findings within the report robustly, defending our position as it will be subject to strong consistent scrutiny from external stakeholders. The role-holder is also required to lead on the strategic approach to providing advice to Ministers, on request, on matters relating to the natural environment.</p> <p>The CIO will work with executive team colleagues to build high performing, flexible teams, developing capability and creating an inclusive culture that reflects our values and behaviours. They will ensure that resources are focused on where they can make the most difference in line with our strategy. They will work effectively with all stakeholders to develop and maintain the influence and reputation of the OEP. As a rotating member of the Board, the CIO will be formally part of the body corporate with legal accountability and responsibility for all OEP functions and actions. In these contexts, the CIO will be involved in:</p> <ul style="list-style-type: none">• Implementing the OEP strategy and enforcement policy.• Leading the business and decision-making of the OEP as a whole – ensuring that we operate in a joined-up, synergistic way so that our functions are more than the sum of its parts.

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- Ensuring compliance with and delivery of all of our statutory functions.
- Reporting on the implementation of the totality of our functions to Government and Parliament, including demonstrating outcomes and effectiveness.

Insights Directorate

The CIO leads the Insights Directorate, building a strong team to deliver programmes of work that have strategic impact.

The main priority for the OEP Insights Directorate is the annual monitoring reports on the 25 Year Environment Plan and targets and the Northern Ireland Environmental Improvement Plan, for which the CIO is accountable. The reports need Board approval and the post-holder will need to be confident in their ability to influence how the report is received by stakeholders, including defending the report and analysis in the face of heavy or sustained public scrutiny by Ministers, Parliamentarians and the media.

The Insights Directorate works flexibly to provide high quality analytical support across the OEP. The team works in a flexible and agile way to input into reports, advice and analysis on a wide variety of environmental issues, such as air pollution, biodiversity, water quality, soil and protected landscapes.

The team also acts as the analytical centre of excellence in the organisation creating and maintaining our analytical framework and providing training and guidance to non-technical staff to develop the wider analytical capability of the organisation as a whole.

The CIO is responsible for representing their team when providing advice to the Chair, Board and CEO, in maintaining appropriate relationships with Defra, our sponsoring body and will need to use judgement in how they chose to develop those relationships so that our work has the most influence.

The post-holder will regularly need to influence internal and external stakeholders, including the Secretary of State, Defra, for example when providing recommendations for improving delivery of the 25 Year Environment Plan in the annual progress report in order to ensure the OEP's recommendations are implemented, thereby shaping and influencing the policies of other organisations.

Key responsibilities include:

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- Providing outstanding, inspiring and contextual leadership to the Insights Directorate, ensuring that expertise is used for maximum impacts towards our strategic objectives;
- Contributing to the overall leadership of the OEP, inputting into strategic decision-making across the organisation and the corporate leadership of the OEP;
- Accountability for monitoring and reporting on environmental improvement plans and statutory environmental targets, ensuring that the government is held to account on its environmental commitments;
- Accountability for the content and evidence included in the OEP's annual report, monitoring government progress towards its commitments. Communicating the findings within the report robustly, defending the position of the OEP as appropriate;
- On request, leading on the strategic approach to providing advice to Ministers on matters relating to the natural environment;
- Forming strong working relationships with relevant stakeholders to develop and maintain the influence and reputation of the OEP;
- Providing high quality analytical support to OEP business activities, contributing to reports, advice and analysis on a wide variety of environmental issues, such as air pollution, biodiversity, soil and protected landscapes; and
- Establishing and running an analytical centre of excellence in the organisation, creating and maintaining the OEP's analytical framework and providing training and guidance to non-technical staff to develop the wider analytical capability of the organisation as a whole.

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	<p>The CIO will line manage three Grade 6 colleagues as direct reports, including the Head of Environmental Reporting, Head of Northern Ireland Analysis and the Head of Insights. The post-holder will ultimately be responsible for approximately 21 FTE staff within the Directorate.</p> <p>The Chief Insights Officer will also oversee the appointment and leadership of external specialists as required: policy analysts, environment specialists and economists who will support the OEP's work.</p>
Person Specification <i>Essential Criteria</i>	<p>Experience</p> <ul style="list-style-type: none">• Experience of engaging and influencing at a senior level (Chief Executives, Directors General, Non-Executive Directors and Ministers) and leading in very complex situations to handle contentious risks and issues and reach solutions;• Proven experience of building and leading multidisciplinary and diverse analytical teams to deliver a programme of high-profile policy advice/consultancy, preferably with regards to environmental matters;• Experience of working in policy development and ability to demonstrate notable achievements, preferably on environmental matters;• Ability to manage technical experts and provide challenging feedback to ensure the final reports provide impactful insight and the high level of scrutiny demanded to properly hold the government to account in meeting its environmental objectives;• Proven ability of leading teams and managing and allocating resources in the delivery of high-profile policy advice and regulatory enforcement matters, preferably with regards to environmental issues;• Experience of appropriately managing a substantial budget. <p><u>Desirable</u></p> <ul style="list-style-type: none">• A thorough knowledge of the practical arrangements for the application of environmental law in England, in a public sector context, and an understanding of the policy, science and environmental landscape in general <p><u>Skills and capabilities</u></p> <ul style="list-style-type: none">• The ability to think strategically and play a key role as part of an executive leadership team;• Politically astute, acts with diplomacy, and able to influence and challenge appropriately at senior levels• Outstanding leadership, judgement and interpersonal skills. Pragmatic and appropriate, operates with substantial credibility;

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- Ability to foster the OEP culture, harnessing peoples' passion to achieve positive outcomes for the environment, and balancing resources – both internal and external – to optimise delivery across their Directorate and the OEP as a whole;
- A demonstrable commitment to equality, diversity & inclusion;
- Excellent communication skills – verbal and written – presenting in a clear and compelling manner, able to present and defend their decisions against government and public challenge and scrutiny and communicate complex legal and technical issues to non-specialist groups and in plain English.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.