

This is intended to supplement the information provided in the Generic Job Description to enable a manager to put a particular post into context at the time of recruitment. The Generic Job Description is the definitive document which defines the job and its overall responsibilities.

A JOB IDENTIFICATION INFORMATION

JOB TITLE <i>(If different from Generic Job title)</i>	Policy Officer
POST REFERENCE NO.	EO83605
REPORTS TO	Principal Policy Officer (Matrix Manager)
DIRECTORATE	Environmental and Organisation al Strategy (EOS)
UNIT OR TEAM	Better Regulation & External Engagement Unit
LOCATION(S)	Corporate Office - Stirling
POST STATUS <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	Permanent – Full Time

B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

This post will support the Principal Policy Officer and Unit Manager in external engagement at a Scottish, UK and European level in the context of SEPA's contribution towards the influencing of environmental policy and legislation and the provision of a briefing service to senior staff .

The postholder will:

- Provide business support to the emerging European Twinning projects and TAIEX processes*, assisting in the development of a network of national and international partners and contacts, undertaking preparatory work to set the programmes up, and developing strong support networks and good relationships with other key players, internally and externally.

**Twinning is a partnership programme through which public bodies in existing Member States share their knowledge and expertise with their counterparts in approved Beneficiary Countries. TAIEX (Technical Assistance and Information Exchange Instrument) is a European Commission database of Member State experts who are recalled upon to provide short -term technical assistance to approved Beneficiary Countries.*

The postholder will also:

- Contribute to the development of environmental and scientific policies, promoting these, for example, by assisting the lead officers with responsibility for SEPA's participation in best practice networks such as the European network for the Implementation and enforcement of Environmental Law (IMPEL), the Network of European Environment Protection Agencies (EPA Network), and TAIEX.

- Supporting the work of the Unit in tracking parliamentary activity at European, UK and Scottish levels; assisting in the coalition of information for inclusion in the Parliamentary briefing, cross -referring issues with the Official and Ministerial Enquiries (OME) and consultations databases, and anticipating issues so that SEPA takes advantage of influencing opportunities, proactively addresses important issues to SEPA , and positions itself with respect to “new duties” emerging from new legislative and policy developments.
- Maximise the use of SEPA’s Official & Ministerial Enquiry (OME) system , ensuring , for example, awareness of staff involvement in Parliament Committee meetings and workshops and cross -party groups.
- Provide relevant technical and other reports including co -ordination of reports on the Unit’s business plan, for example, monthly report and fortnightly brief to senior managers and other requests for information and briefings.
- Liaison with other external bodies (such as the Environment Agency for England & Wales, Northern Ireland Environment Agency, Scottish Natural Heritage, other national environment agencies in Europe , Scotland Europa, TAIE X office in Brussels, and twinning contacts).

C. SUPPLEMENTARY INFORMATION ABOUT THE QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR THIS PARTICULAR POST.

Qualifications
As per generic job description.
Knowledge
As per generic job description.
Experience
As per generic job description.

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Policy Officer
REPORTS TO	Principal Policy Officer (Matrix Manager)
DIRECTORATE	Environmental and Organisational Strategy
UNIT OR TEAM	Better Regulation & External Engagement Unit
LOCATION(S)	Corporate Office

B. MAIN PURPOSE OF THE JOB

To provide support to environmental policy and/or strategy development within SEPA and to assist with the promotion of improvements in regulation and the delivery of integrated national policies and strategies.

To contribute to the development of relevant outcome measures.

To provide advice on relevant environmental issues and European and domestic legislative and strategy developments as directed.

C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time(%)
<p>To assist staff in the Unit, acting as recognised technical support in environmental policy and strategy issues and to provide support to internal staff and representing SEPA in an official capacity externally as required.</p> <p>To provide support for task teams, working groups, etc. established to deliver SEPA policy, training and guidance on environmental priorities.</p> <p>To understand and interpret externally generated technical, scientific and legal information and assist in disseminating such information, as required.</p> <p>To track, assess, understand and provide advice on the implications of future legislative developments to policy staff.</p> <p>To support the work on the identification of emerging legislation and assist with the development of recommendations for the most effective mechanisms for implementation.</p> <p>To assist with the development of integrated policies and strategies to achieve improvements in the environment, consistent with SEPA's policy objectives and outcome approach.</p> <p>To contribute to the development of relevant outcome measures.</p>	

To develop and maintain effective working relationships with key stakeholders in order to achieve environmental improvement.	
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D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

Internal - Environmental Protection & Improvement and Environmental Science Directorates , Communications, HR/Organisational Development, Finance and Corporate Services , Organisational Planning.

External - Scottish Government, Defra, DECC, BERR, Environment Agency for England & Wales, Northern Ireland Environment Agency , other national environment agencies , SNIFFER, Industry/Trade Associations, NGOs, Research Institutes and other relevant bodies as required.

E. DIRECT REPORTS

None.

Person Specification

1) KNOWLEDGE AND TECHNICAL SKILLS

Indicates the type of knowledge and skills essential or desirable to do this job and the level required using the indicators below:

- (1) Significant expert knowledge;
- (2) Specialist knowledge ;
- (3) Routine but detailed knowledge ;
- (4) Broad understanding ; or
- (N/A) Not applicable.

Type of Knowledge/skills (please specify detail below under broad headings)	Essential	Level	Desirable	Level
SEPA Organisational Knowledge Namely: Need to have a broad understanding of the functions of all SEPA departments.	✓	4		
Scientific/Technical Namely: The work of the Unit is largely scientific/technically based and a broad understanding of areas covered is essential.	✓	4		
Legislation Namely: The post-holder will assist with the development of policy, implementation of new EU/domestic regulations. An understanding of how policy/legislation is made and knowledge and understanding of its technical content is essential.	✓	3		
Other Namely: Influencing and advocacy.			✓	

2) QUALIFICATIONS

Indicate the area and level of qualifications (if any) essential or desirable to do this job

Type of Qualification	Essential	Desirable
Degree level – Science/environmental -based (does not need to be limited to any one subject).	✓	

3) EXPERIENCE REQUIRED

Indicate the type and likely length of experience essential or desirable to do this job

Type of Experience	Essential	Length	Desirable	Length
Technical/scientific professional experience.	✓	1 year		
People management experience.			N/A	
Budgetary management experience.			N/A	
Use of equipment and systems. Standard Microsoft suite and Microsoft Project.	✓	1 year		
Other: Influencing, brokering, partnership working and negotiating.			✓	

4) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: A high standard of written communication on technical issues is essential; e.g. formal letters, memos, and drafting of guidance and procedures consultation responses/OMEs, etc.	✓	
Report Writing Namely: The postholder must be able to prepare, and assist with the preparation of concise and coherent reports – for example to Unit Managers.	✓	
Oral communication Namely: The postholder will be required to work with	✓	

external and internal stakeholders and must be able to inform and influence. This requires good communications skills; e.g. contributing to internal and external fora.		
Presentations Namely: There is a requirement for the post holder to represent SEPA externally.	✓	

SALARY:

The salary band for this post is Band E, £24,955 to £28,772, starting salary will be on the base of the salary grade, £24,955.

FURTHER INFORMATION:

This post will be advertised **internally and externally.**

To apply for this post please submit your **completed SEPA application form** quoting the following post reference : **EO83605.**

Application forms must be received by 6th July 2009

Successful applicants will be asked to provide a Basic Disclosure Scotland Certificate (Not applicable to existing SEPA employees).

Certain positions within SEPA may also require the successful candidate to undergo additional Security Clearance for posts involving access to sensitive information.

Please note that late applications will not be considered. It is the responsibility of the applicant to ensure that they submit their details in a legible and/or decipherable format to SEPA's HR Department by the deadline.

Electronic applications that are indecipherable will not be considered, although every effort will be made to contact the applicant to allow them to resubmit.

Please be aware that as SEPA's selection process is conducted on an anonymous basis, CV's and covering letters will not be included in the information submitted for shortlisting. Please ensure that any specific or relevant information you want considered is included in your application form.

Internal candidates wishing to be considered for this post on a secondment basis must discuss this with their line manager prior to applying.

To apply please go to the address below to download the relevant application form from our website :

<http://www.sepa.org.uk/vacancies>

Then send your completed form to:

recruitment@sepa.org.uk

OR

Recruitment
SEPA Corporate Office
Erskine Court
Castle Business Park
Stirling
FK94TR

For details about SEPA and all current vacancies please visit: www.sepa.org.uk

Applicants with a disability can request descriptions and application forms in Braille, large print or on tape; and applications may be submitted on disk or in an alternative format. Please contact HR at the address outlined above or telephone 01786452555.