

HR Intranet: Forms	SCOTTISH ENVIRONMENT PROTECTION AGENCY	Version: BF/HR/005 v1
	Supplementary Information Summary	Amended:
		Issued: 31/05/05

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>	Senior Policy Officer (Flood Risk Management Planning)
POST REFERENCE NO.	EOS83047
REPORTS TO	Principal Policy Officer
DIRECTORATE	Environmental and Organisational Strategy
UNIT OR TEAM	Water Policy Unit
LOCATION(S)	Stirling
POST STATUS <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	Permanent, Fulltime

B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

The Flood Risk Management (Scotland) Bill was passed by the Scottish Parliament on 13 May 2009. The Bill gives SEPA significant new responsibilities for Flood Risk Management in Scotland, including the preparation of Flood Risk Management Plans every 6 years from 2015 onwards.

The following job description provides a broad overview of the likely tasks and responsibilities associated with this role but these will be subject to further refinement by line manager to reflect legislative or organisational changes. The postholder will need to demonstrate flexibility with regard to their duties in order to adapt to evolving requirements. The post will initially be based in the Water Policy Unit within SEPA's Environmental and Organisational Strategy Directorate, however the role requires collaborative working across all of SEPA's functions. As SEPA responds to meet the ongoing challenges of implementing the Bill, the post may be assigned to a different unit or Directorate in the future.

This post is initially a development role which we anticipate will evolve into a delivery focussed role with responsibility for supporting the production of flood risk management plans. The initial focus of the post is to support the development and delivery of SEPA's input to the Flood Risk Management Planning (FRMP) process. Specifically, the post holder will be expected to contribute significantly to, and at times lead, SEPA's work in the following areas:

- The framework, methodology and business procedures to produce Flood Risk Management Plans in consultation with SEPA's Flood Risk Management Bill Programme Board and the Scottish Government.
- Liaison with the Scottish Government and other external stakeholders (such as Local Authorities, Scottish Water and SNH) regarding Flood Risk Management Planning. The post holder will be expected to contribute to relevant Scottish Government led implementation groups for the Flood Risk Management (Scotland) Bill.

2) QUALIFICATIONS

Indicate the area and level of qualifications (if any) essential or desirable to do this job (in addition to that detailed in the generic job description)

Type of Qualification	Essential	Desirable
Arelevantdegreeor equivalentinphysicalornatural sciencesorengineeringoracloselyrelateddiscipline isessential .	yes	Water management specialism
Fullcorporatemembershipofarelevant professional bodyisdesirable		yes
Fulldrivinglicence		yes

3) EXPERIENCE REQUIRED

Indicate the type and likely length of experience essential or desirable to do this job (in addition to that detailed in the generic job description)

Type of Experience	Essential	Length	Desirable	Length
Useofequipmentand systems MicrosoftandSEPA specific ISapplications	Microsoft Office suite	1 year		
Other (please specify): Project management			Project management	2 years

4) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: Correspondence with Scottish Government, other Responsible Authorities, stakeholders and the public. Official response preparation. Internal memos.	yes	
Report writing Namely: Report to the FRMB programme team and board, reports to management, reports to Scottish Government. Decision documents. Briefing for senior managers.	yes	
Oral communication Namely: Internally across SEPA at all levels. Externally with other Responsible Authorities, stakeholders, the public and public bodies	yes	
Presentations Namely: Internal and external stakeholder meetings concerning specific aspects of SEPA and its work.	yes	

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Senior Policy Officer
REPORTS TO	Unit Manager/Principal Policy Officer
DIRECTORATE	Environmental and Organisational Strategy
UNIT OR TEAM	Policy/Strategy Unit
LOCATION(S)	Corporate Office

B. MAIN PURPOSE OF THE JOB

To lead and coordinate environmental policy and/or strategy development within SEPA and to contribute to 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 developments.

C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time(%)
<p>Act as a recognised technical expert in environmental issues providing support to staff throughout SEPA and representing SEPA in an official capacity externally.</p> <p>To lead in the development of specific policy issues within a wider policy framework</p> <p>Assist in the provision of technical support for task teams, working groups etc established to deliver SEPA policy, training and guidance on environmental priorities.</p> <p>Understand and interpret externally generated technical, scientific and legal information and assist in disseminating such information, as required. Identify relevance to SEPA and ensure action is taken.</p> <p>Track, assess, understand and respond to future legislative developments and the strategic direction being taken by the European Union institutions and both UK government, Scottish Parliament and Scottish Executive.</p> <p>Identification of emerging legislation and assisting 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> <p>Develop and maintain effective working relationships with key stakeholders in order to achieve environmental improvement.</p>	

D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

Internal- Board, CMT, ERI/Science senior managers, Communications, HR/OD, Finance, Organisational Planning.

External- Scottish Executive, DEFRA, Environment Agency, Environment and Heritage Service (NI), EPA, FSA, DTi, SNIFFER, Industry/Trade Associations, NGOs, Research Institutes and any other relevant bodies.

E. DIRECT REPORTS

May be required to matrix manage staff and coordinate staff networks.

Person Specification

5) 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 not applicable (N/A)

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 and boards scheme of delegation, finance including bidding processes and budgeting, accountability, responsibilities of individuals at various levels, business procedures, corporate planning and reporting	✓	4		
Scientific/Technical Namely: The work of the Unit is largely scientific/technically based and an overall understanding of areas covered is essential	✓	3		
Managerial Namely: May be required to matrix manage staff	✓	4		
Legislation/Policy Namely: The post-holder leads on the development of policy, implementation of new EU/Domestic regulation. Considerable liaison with external stakeholders is required, understanding on how policy/legislation is made and knowledge and understanding of its technical content is essential.	✓	2		
Other Influencing and advocacy	✓	2		

6) 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)	✓	

7) 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	✓	3 years		
People management experience			✓	
Budgetary management experience			N/A	
Use of equipment and systems Standard Microsoft suite Microsoft Project	✓	1 year		
Other: Influencing, brokering, partnership working, negotiating, Project Management	✓	1 year	✓	

8) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: A high standard of written communication on diverse, sometimes contentious, technical issues is essential, eg strategies, formal letters, memos, guidance and procedures and responsibility for consultation responses/OMEs	✓	
Report Writing Namely: The postholder must be able to prepare, and assist with the preparation of, robust, concise, coherent, well argued reports – for example to CMT, Board	✓	

Oral communication Namely: The postholder works with a wider range of external and internal stakeholders very often seeking to inform, influence, persuade. This requires good communications skills, eg, contributing to internal and external fora.	✓	
Presentations Namely: There is a requirement for the postholder to represent SEPA externally which demands the ability to deliver compelling and authoritative presentations.	✓	

SALARY:

The salary band for this post is Band **D, £30,170 to £34,783**, starting salary will be on the base of the salary grade, **£30,170**.

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 : **EOS83047**

Application forms must be received by 17th 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.