

HRIntranet: Forms	<b>SCOTTISH ENVIRONMENT PROTECTION AGENCY</b>  <b>Supplementary Information Summary</b>	Version: BF/HR/005 v1 Amended:  Issued: 31/05/05
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***This intended to supplement the information provided in the Generic Job Description. The Generic Job Description is the definitive document which defines the job and its overall responsibilities.***

#### **A JOB IDENTIFICATION INFORMATION**

<b>JOB TITLE</b> <i>(If different from Generic Job title)</i>	Specialist II
<b>POST REFERENCE</b>	EP80553
<b>REPORTS TO</b>	Process Engineering Manager -North
<b>DIRECTORATE</b>	EPI
<b>UNIT OR TEAM</b>	Process Engineering -North
<b>LOCATION(S)</b>	Aberdeen
<b>POST STATUS</b> <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	Permanent

#### **B. SUPPLEMENTARY INFORMATION ABOUT THIS POST**

The post provides an opportunity to join a team with Process Engineers at its core regulating the more complex sites under SEPA's responsibility. The sites which the Team deal with include Oil Processing terminals, Incineration Plants, Paper mills, production of primary aluminium, power generation, whisky storage, waste recovery activities, bulk chemical storage, coating removal from vessels and processing of natural gas. Discharges to all environmental media are regulated. In addition the team is responsible for regulating the prevention of major accidents which could impact the environment.

The Team also provides technical support to the Area teams.

The post offers an opportunity for candidates with practical industrial experience who can apply this expertise in a pro-active regulatory role OR alternatively to experienced regulators looking to develop their expertise and can show an aptitude for process engineering.

The post holder will be fully accountable for delegated responsibilities in respect of application of primarily the Pollution Prevention & Control (Scotland) Regulations 2000 (PPC) and other specific legislation including The Control of Major Accident Hazards Regulations 1999 (COMAH) as delegated.

- To consider, investigate and respond to all aspects of licences relating to industrial processes covered by e.g., PPC legislation/regulation. This will include:-
  - Interpretation and application of technical environmental legislation and applying such legislation to industrial processes requiring such licensing.
  - Provision of technical assessment of applications from industrial processes and preparing draft authorisations/permits under PPC Regulations, etc.
  - Responsibility for initiating enforcement action and appropriate statutory action with regard to processes breaching legislation. This will involve carrying out routine and spot inspections, liaising with site staff, and consulting on the legal position of the SEPA.
  
- To provide advice and guidance to SEPA staff and industry on the implementation and enforcement of the PPC Regulations, etc. This will include:-
  - The assessment of process development and its consequential impact on the environment.
  - Providing advice on the application of BAT, BPEO and clean process techniques.
  - Providing guidance on waste minimisation & energy efficiency.
  
- To assess the need for and to arrange for environmental monitoring (eg emissions to atmosphere) to be carried out and to liaise with SEPA's scientists and technicians or contractors for such monitoring.
- Responding to and investigation of complaints from members of the public and drafting replies to them.
- Providing relevant technical and other reports.
- To be fully accountable for delegated responsibilities in respect of application of the Control of Major Accidents Regulations 1999 (COMAH) at COMAH installations as part of the Competent authority.
- To develop and maintain working relationships with the Environmental Protection and Improvement Teams in SEPA North, members of the other Process Engineering Units and other SEPA specialists

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

**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 not applicable (N/A)

Type of Knowledge/skills (please specify detail below under broad headings)	Essential	Level	Desirable	Level
SEPA Organisational Knowledge  Namely: Understanding of respective roles, inter relationship and organisational objectives.		4		3
Scientific/Technical  Namely: Knowledge in one or more areas relevant to PPC control: process operation, emissions impact assessment, etc  Knowledge of ground investigations, assessments and remediation techniques that are applicable to the preparation of and assessment of PPC site reports in respect of PPC permit applications and surrenders.		2		2
Managerial  Namely: advising, supervising, coaching or instructing others				4
Legislation  Namely: Detailed knowledge of the PPC/IPC and COMA and their application, or other related legislation.  Knowledge of other environmental legislation		2		3
Others  Influencing & advocacy skills		3		2
Complex problem solving, analysis and		4		3

decisionmaking				
Workloadprioritisationand management		4		3

## 2) QUALIFICATIONS

Indicatetheareaandlevelofqualifications(ifany)essentialordesirabletodothisjob

TypeofQualification	Essential	Desirable
Anhonours degreeorequivalentinengineeringor physicalornaturalsciencesoracloselyrelated discipline	Yes	
Full corpo rate membership of a relevant professional bodyisdesirable		yes
Fulldrivinglicence	Yes	

## 3) EXPERIENCEREQUIRED

Indicatethetypeandlikelylengthofexperienceessentialordesirabletodothisjob

TypeofExperience	Essential	Length	Desirable	Length
Technical/scientific professionalexperience:	Yes	3-5years		
Peopelmanagement experience		N/A		
Budgetarymanagement experience		N/A		
Useofequipmentand systems: MicrosoftandSEPA specific ISapplications			Yes	2years
Other(ple asespecify): Projectmanagement		N/A		

## 4) COMMUNICATIONSKILLS

Type of Communication (please specify detail belowunderbroadheadings)	Essential	Desirable
Writtencommunication Namely: Correspondence with regulated parties and public.OMEResponse preparation.Internalmemos.	yes	
Reportwriting Namely: Reports to licensing team, reports to EPI management, reports to working groups. Decision documents.Briefingforseniormanagers.	yes	

<p>Oral communication</p> <p>Namely: Internally with EPI/EOS/ES and communications staff and managers. Externally with industrial representatives, regulated parties, the public, other regulators and public bodies</p>	<p>yes</p>	
<p>Presentations</p> <p>Namely: Internal and external stakeholder meetings concerning specific aspects of SEPA and its work.</p>	<p>yes</p>	

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
GENERIC JOB DESCRIPTION**

**A JOB IDENTIFICATION**

<b>JOB TITLE</b>	<b>Specialist II</b>
<b>REPORTS TO</b>	<b>Unit Manager or Team Leader</b>
<b>DIRECTORATE</b>	<b>EPI</b>
<b>UNIT OR TEAM</b>	<b>Various</b>
<b>LOCATION(S)</b>	<b>Various</b>

**B. MAIN PURPOSE OF THE JOB**

To provide specialist, technical and professional advice within a particular regulatory regime and respond to all aspects of the provisions of the regime either directly or through supporting other EPI staff.

**C. KEY AREAS OF RESPONSIBILITY**

<b>Key Areas of Responsibility</b>	<b>Time(%)</b>
<p>To provide advice and guidance to SEPA EPI staff and industry on the application, administration and enforcement of environmental legislation. This will include:</p> <ul style="list-style-type: none"> <li>• To undertake the regulation and enforcement of the relevant legislation including all aspects of licensing, inspection and enforcement, as required.</li> <li>• To consider the technical assessment of the risk of harm and pollution to the environment, harm to human health, ecosystems and property and provision of advice in relation to site inspection, risk assessment and remediation, when required.</li> <li>• To liaise with operators, local authorities and other Agencies, and responding to complaints, enquiries to complaints, enquiries etc from members of the public, elected representatives etc and drafting responses.</li> </ul>	80%
<p>To contribute to and develop SEPA policy and procedures for administering the relevant environmental legislation.</p> <ul style="list-style-type: none"> <li>• To provide specialist advice as required to SEPA staff, local authorities and others.</li> <li>• To participate in SEPA working groups, task and finish groups, as required.</li> </ul>	20%

**D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS**

Predominantly with Senior Officers, level 1 and 2 Managers, in all Directorates internally  
 Externally communication will be with farmers, technical consultants, Local Authorities, regulated parties and other Agencies

**E. DIRECT REPORTS**

No formal management responsibilities, but may be called upon to advise, mentor, coach or instruct others on aspects of their duties.

**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.

- (5) Significant expert knowledge
- (6) Specialist knowledge
- (7) Routine but detailed knowledge
- (8) 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: Key Databases	√	4		
Scientific/Technical Namely: Job Dependant	√	2		
Managerial Namely: Experience of Supervisory Management				
Legislation Namely: Job Dependant	√	2		
Other (please specify)				

**6) QUALIFICATIONS**

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

Type of Qualification	Essential	Desirable
Degree in relevant discipline	√	
CPD, Post. Grad. Qualification and Corporate Professional Affiliation		√

## 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	√	3-5yrs		
People management experience			N/A	
Budgetary management experience			N/A	
Use of equipment and systems (please specify) Microsoft applications			√	2
Other (please specify):	Postholder must be able to influence representatives of external organisations/industry and show a high degree of tact and diplomacy and understanding of relevant business drivers.			

## 8) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: To all levels	√	
Report writing Namely: To a high technical standard	√	
Oral communication Namely: To all levels	√	
Presentations Namely: To all levels at a high technical standard	√	

**SALARY:**

The salary band for this post is Band D, £30,170 to £34,783 prorata, 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: **EP80553**

**Application forms must be received by 6<sup>th</sup> July 2009 .**

**Please note this is a recruitment advertisement.**

**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](mailto: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](http://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.**