

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

This 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>	Scientist(Ecology)
POST REFERENCE NO.	ES78757
REPORTS TO	Senior Scientist(Ecology)
DIRECTORATE	ES
UNIT OR TEAM	Ecology
LOCATION(S)	Dingwall
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

Specific responsibilities include:

- Responding to consultations relating to SEPA's regulatory responsibilities or relevant planning and development proposals. The postholder will be expected to take a lead role in relation to commenting on impacts on freshwater fish and fisheries.
- Deployment of specific biological survey and taxonomic skills for fish in rivers and freshwater lochs.
- Ecological sampling and surveying of inland waters and other media as directed.
- Analysis of ecological samples from inland waters and other media.
- Deployment of specific biological taxonomic skills for some of the following: macroinvertebrates, macrophytes, phyto-benthos and other biota as appropriate.
- Recording field data and analytical results in laboratory information management system.
- Reporting results of planned ecological surveys from specified geographical area.
- Carrying out and reporting results of investigative ecological surveys as directed.
- Organising own fieldwork, including arranging transport, survey equipment, documentation and personal protective equipment.
- Carrying out field survey site risk assessments.

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

Qualifications
<ul style="list-style-type: none"> • A degree in a biological or environmental science is essential.
Knowledge
<ul style="list-style-type: none"> • Must have knowledge of freshwater fish ecology. • Must have broad understanding of the effects of pollution and other environmental pressures on freshwater flora and fauna. • Must be capable of working both on own initiative and as part of a team.
Experience
<ul style="list-style-type: none"> • Must have experience of survey of freshwater fish. • Experience of sampling and analysis of other freshwater flora and fauna, including the use of identification keys is desirable. Particular experience of the sampling and identification of , macroinvertebrates, macrophytes or diatoms is desirable. • Experience of working in a laboratory with a quality management system is desirable. • Must have full driving licence.

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Scientist
REPORTS TO	Senior Scientist / Unit Manager
DIRECTORATE	Environmental Science
UNIT OR TEAM	Science Unit
LOCATION(S)	Appropriate office

B. MAIN PURPOSE OF THE JOB

To undertake environmental monitoring, assessment and reporting work relevant to an Environmental Science Function.

Undertaking scientific surveys and analysis of environmental samples. Reporting analytical data and providing advice and information on its environmental significance. Participating in investigative studies, assessing environmental quality and liaising with internal and external customers.

Providing scientific advice and information to internal customers, particularly regulatory staff.

C. KEY AREAS OF RESPONSIBILITY

<p>Key Areas of Responsibility</p> <p>Summary To carry out scientific analysis and report results, using a range of specified scientific methods and procedures. Providing advice and information on the environmental significance of the information obtained.</p> <p>Performance Management You will be responsible for accurate and timely reporting of scientific data, information and advice relating to your work area.</p> <p>Staffing You may supervise the day-to-day activities of a small number (1 or 2) of staff, within a well defined framework you may allocate and monitor the performance of tasks. You may lead field surveys, as the survey leader you will have overall responsibility for the safety of those engaged in the survey.</p> <p>You may train staff, this will involve coaching and mentoring to defined standards and competencies, demonstrating tasks, monitoring performance and giving feedback on performance.</p> <p>Equipment You may have personal responsibility for the use of scientific and technical equipment (this includes vehicles, boats, scientific equipment, laboratory infrastructure and field buildings).</p>
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You may be personally responsible for the repair and maintenance of scientific and technical equipment. This may involve directly undertaking maintenance or scheduling and arranging maintenance with external contractors.

You may assist the senior scientist in ensuring the serviceability and operational efficiency of a workgroup or small range of scientific equipment (this includes vehicles, boats, scientific equipment, laboratory infrastructure and field buildings).

You may as part of a team input into the purchase of capital equipment, but this will be occasional rather than frequent.

You may be responsible for the purchase of non-capital scientific equipment. You may have responsibility for maintaining consumables and stock level, ensuring that requisitions are raised under specified procedures and that goods are received in stock on time.

Finance

You may have a SEPA credit card and may have responsibility to sign off expenditure against an agreed budget code/cost centre.

Freedom to Act

You will be personally accountable for data generation and scientific assessment of information within a workgroup or discrete area of Science. This may include field survey, interpretation of results, assessment of environmental significance of data, preparing written and oral reports which require the synthesis of data and drawing of conclusions. As such you will plan and organise your own work and will resolve most problem situations without support from others.

You may be required to carry out specific method development work. Preparing reports on results of methods development work and sample analysis, which require the synthesis of data and drawing of conclusions.

Advice

You will provide advice and recommendations within your scientific discipline. This will normally involve an appraisal and/or synthesis of the facts, evaluation of options and a recommendation. This may be environmental, technical or in relation to SEPA policies or strategies.

Quality Systems and Health & Safety

You may assist in the development of appropriate quality assurance and safety systems within the section. You will stop unsafe or unsound activities.

Impact

You will have most impact on your own work and that of your immediate colleagues. You are likely to have one-to-one dealings with individuals/ external organisations.

Functional Management

You may participate in task groups or "ad-hoc" groups as required.

D. DIRECT REPORTS

None, but, may supervise work within a workstation or discrete area, and provide guidance and training to more junior staff for temporary staff.

E. KNOWLEDGE AND TECHNICAL SKILLS, QUALIFICATIONS & EXPERIENCE REQUIRED

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 -Expert
- (2) Specialist knowledge -Advanced
- (3) Routine but detailed knowledge -Standard
- (4) Broad understanding -Basic
- Or not applicable (N/A)

Type of Knowledge/skills (please specify detail below under broad headings)	Essential	Level	Desirable	Level
SEPA Organisational Knowledge Namely: Knowledge of functions within SEPA departments which have contact with Science	Yes	4		
Scientific/Technical Namely: Specialist knowledge of Science procedures within a given area of work.	Yes	3		
Managerial Namely:	No			
Legislation Namely: Broad knowledge of legislations related to the areas of their work	No			

Type of Qualification	Essential	Desirable
Indicate the area and level of qualifications (if any) essential or desirable to do this job		
Degree in relevant Science Discipline Postgraduate degree in relevant Science Discipline Corporate membership of approved scientific body	Yes	Yes Yes

Type of Experience	Essential	Length	Desirable	Length
Indicate the type and likely length of experience essential or desirable to do this job				
Technical/scientific professional experience	Post qualification relevant practical experience.	2yrs		

F. MENTAL SKILLS

<p>Information Environment</p> <p>You will be required to absorb and understand the internal procedures which operate in your area. You will have an understanding of your areas relationship with its customers.</p> <p>In relation to your scientific discipline you will have a level and complexity of information that the lay person would not readily understand and which requires the ability to analyse technical information and/or concepts</p>
<p>Role Complexity</p> <p>You will carry out a range of scientific and technical procedures within the quality management system. You may adapt procedures to cope with daily circumstances. There will be a regular pattern of work and you will typically plan up to a week ahead.</p>
<p>Creativity & Innovation</p> <p>You will work within the scope of SEPA's quality management system but will be able to suggest improvements to working practices.</p>

G. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

<p>Internal</p> <p>Science staff, EPI staff: frequent communications covering a wide variety of technical and general information relating to science surveys, sampling and analytical information. Providing specialist advice on analytical or assessment methodology in a variety of formats mainly verbal and written reports. You are likely to routinely have contact with staff up to middle management level, transferring factual information which requires a degree of explanation.</p> <p>Formats include mainly verbal and written reports; frequent use of routine "variation on a theme" reports. Infrequently papers and presentations. You will give advice ranging from general to technical in specific areas of your expertise.</p> <p>External</p> <p>Licence holders, scientific institutes, universities etc. Infrequent communication covering technical advice, mainly verbal, technical papers and scientific reports mainly 'variation on a theme'.</p>
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<p>Type of Communication (please specify detail below under broad headings)</p>
<p>Written communication</p> <p>You will be required to on a regular basis to provide routine written communication on technical and environmental science issues for example "variation on a theme" reports interpreting the significance of environmental data.</p>
<p>Report writing</p> <p>You may infrequently be required to prepare more detailed and/or complex technical scientific reports or procedures. These will be of a non standard nature and will require original thought.</p>
<p>Oral communication</p> <p>You will be regularly required to transmit routine information and provide explanations on complex/detailed matters. You will have routine contact with staff up to middle management level. Transfer of information to staff, peers and laymen important. You will deal with customers on a 1:1 basis developing a rapport and actively work to enhance the value of the service they receive. You may occasionally be involved in providing formal training.</p> <p>You may participate in working groups and technical committees some of which may be external to SEPA.</p>

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**.

To apply for this post please submit your **completed SEPA application form** quoting the following post reference : **ES78757**

Application for ms must be received by 14 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.