

HR Intranet: Forms	<b>SCOTTISH ENVIRONMENT PROTECTION AGENCY</b>	Version: BF/HR/005 v1
	<b>Supplementary Information Summary</b>	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

<b>JOB TITLE</b> <i>(If different from Generic Job title)</i>	Senior Specialist Scientist
<b>POST REFERENCE NO.</b>	ES79210
<b>REPORTS TO</b>	Environmental Quality Unit Manager (North)
<b>DIRECTORATE</b>	Environmental Science
<b>UNIT OR TEAM</b>	Environmental Quality Unit (North)
<b>LOCATION(S)</b>	Aberdeen or Dingwall
<b>POST STATUS</b> <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	Temporary/Fixed Term Part Time (17.5 hours)

#### B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

The post holder will be a member of the North EQ Unit (covering Highlands and Islands, Argyll, Grampian, Orkney and Shetland) and as such will be expected to take a wide interest in the work of the unit.

Specific duties include:

Analysis and provision of environmental data to support the River Basin Management Planning process in the North of Scotland, including representing SEPA at Area Advisory Groups.

Representing the unit at Regulatory Review Team and national meetings as required.

Representing SEPA as an active member of partnership initiatives including catchment management plans.

Provision of scientific advice and information to internal customers, especially regulatory staff.

Analysis and provision of environmental data for external customers such as consultants, academics, students and members of the general public.

Identification and promotion of Measures Delivery Plans and Environmental Improvement Action Plans to deal with specific environmental issues.

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**Maintenance of the SEPA Measures Database, which holds information on the pressures and impacts on the aquatic environment, planned measures to address those impacts and objectives for improvement through to 2027.**

**Production of Pollution Reduction Programmes to meet the requirements of specific EC Directives (e.g. Bathing Waters, Freshwater Fish, Shellfish Waters).**

**Occasional operation of GIS based modelling software to calculate loadings of nutrients to freshwater lochs.**

**Annual reporting of water quality classification data and compliance with quality standards as prescribed by various EC Directives.**

**Organisation and chairing of regular cross-functional reviews of SEPA environmental monitoring programmes.**

**Occasional analysis and reporting of data relating to local air quality.**

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

<b>Qualifications</b>
<b>As generic job summary.</b>
<b>Knowledge</b>
<b>As generic job summary plus the following:</b>  <b>Essential: General understanding of the Water Framework Directive (WFD), River Basin Management Planning and WFD water quality classification schemes. General understanding of other EC Directives relating to water quality (e.g. Bathing Waters, Freshwater Fish, Shellfish Waters and Nitrates).</b>
<b>Experience</b>
<b>As generic job summary plus the following:</b>  <b>Desirable: Experience of working with GIS (specifically ESRI ArcGIS) and Oracle database querying tools.</b>

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**SCOTTISHENVIRONMENTPROTECTIONAGENCY  
GENERICJOBDESCRIPTION**

**A JOBIDENTIFICATION**

<b>JOBTITLE</b>	SeniorSpecialistScientist
<b>GRADE</b>	D
<b>REPORTSTO</b>	Science UnitManager/SeniorScientist
<b>DIRECTORATE</b>	EnvironmentalScience
<b>UNITORTEAM</b>	Science Unit
<b>LOCATION(S)</b>	AberdeenorDingwall

**B. MAINPURPOSEOFTHEJOB**

<p>To provide developed expert scientific and technical information and advice as required, may occasionally undertake complex or unusual scientific analysis</p> <p>May be required to lead investigative studies, assessing environmental quality and liaising with internal and external customers</p> <p>To participate in unit, functional and external task and working groups (often as lead contact for scientific or technical issue).</p> <p>May supervise as small team or group of staff.</p>
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**C. KEYAREASOFRESPONSIBILITY**

**Generic job summaries are designed to capture the essence of a role. They are not intended to capture technical details, specific tasks or work areas of particular posts. A particular post will have some but not necessarily all of the responsibilities outlined in the generic job summary.**

<p><b>Key Areas of Responsibility</b></p> <p><b>Summary</b> You will provide developed expert scientific advice and information within a specialised subject area.</p> <p><b>Staffing</b> You may supervise as small number or group of staff.</p> <p>You may input to annual appraisals, providing feedback on performance or defining targets for staff you supervise or work closely with.</p> <p>You may approve day-to-day working hours within flexi time scheme.</p>
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You may provide coaching or mentoring to staff, measuring and authorising competence. You will input into unit training plans.

You may participate in the recruitment of permanent staff.

### **Performance Management**

You may be responsible for the delivery of a project or discrete area of work. This may involve the day to day allocation of staff workload or liaison on workload across a number of projects or work areas.

You will be responsible for the scientific integrity of work within a specialist or discrete area, ensuring adequate quality of work.

You may be responsible for delivering targets relevant to a specialist or discrete area, includes accurate and on time reporting of progress.

### **Equipment**

You may have personal responsibility for the scientific and technical equipment (this includes vehicles, boats, models and software, scientific equipment, laboratory infrastructure and field buildings).

You may make recommendations to the unit manager on future equipment requirements. You may be involved in the purchase of capital items but this will be occasional rather than frequent.

You may be responsible for ensuring adequate levels of consumables and scientific equipment (non capital). Minimum and maximum levels to satisfy demand will be defined and this will involve judgement of future needs.

### **Finance**

You may authorise expenditure for routine consumables and equipment within defined limits against a pre-agreed budget/ cost centre.

You may authorise expenses within defined limits

### **Freedom to Act**

Responsible for delivery of a specialist or discrete area of work, will plan and prioritise work on a routine basis typically on a seasonal or monthly basis. For developmental projects this may be an annual or long time period. You will have discretion to reallocate or reprioritise work within a specialist or discrete area.

You will continually seek to improve the efficiency and effectiveness of your specialist or discrete area.

You will be responsible for the development of scientific services relevant to your specialist or discrete work area. This will involve proposing, developing and implementing efficiency and technical improvements related to specialised sub-functional work areas. For your particular area, within the constraints of the quality management system you will have the authority to change without approval existing work practices and procedures.

You will resolve problems referred to you by other members of staff.

You will lead small projects and may lead initiatives to develop or improve aspects of the operation of your function. This may involve supervising staff out with your directorate and/or third party contractors or suppliers.

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### Advice

You will provide robust, scientifically defensible, specialist advice and written reports to internal and external contacts, including senior staff, on environmental matters relevant to your section. This may include authorising and/or directly providing reports/advice.

You will have a developed specialism within your subject area. You will provide developed scientific advice which may involve undertaking more complex or unusual analysis or providing advice and/or interpretation in more complex cases. This is the major component of your role.

You will troubleshoot or resolve problems referred by others.

You may provide standard advice on quality management, H&S or environmental protection.

You may participate in and contribute to national and/or divisional and/or external working groups as required.

You will maintain an awareness and understanding of technical and scientific developments within your area of expertise and advise on their implementation within SEPA as appropriate.

You will develop partnerships with relevant external bodies involved in environmental science and, where appropriate, represent their functional specialism in an official capacity externally.

The main focus of this role is to promote and inform scientific understanding within your specialised area.

### Quality System and Health & Safety

You may assist the Head of function in the development and implementation of appropriate quality assurance and safe systems within the function. You will ensure their effective application, monitor usage, and stop unsafe or unsound activities.

### Impact

You will have a significant impact on your section or work area and/or a moderate impact on your science function. You are likely to have a moderate impact on the organisation's external relations.

### Functional Management

You will be part of the unit management team where you will help the unit manager in ensuring delivery of the unit's objectives.

You may help develop services relevant to the section or unit in line with objectives. This may involve proposing, leading, developing and implementing efficiency and technical improvements within the section, unit and/or function.

You may be required to act as the unit manager's deputy.

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**D. 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: Maybe lead contact point for a discrete or specialist area. Will have knowledge of functions of most SEPA departments, scheme of delegation and pertinent business procedures.	Yes	3		
Scientific/Technical  Namely: Responsible for the provision of expert robust scientific information and advice for a narrow area and sometimes national basis. Role is predominantly about providing expert advice..	Yes	2		
Managerial  Namely: Supervision of staff			Yes	4
Legislation  Namely: Much of advice given and reporting relates to specific legislation – broad understanding of this required along with detailed knowledge of scientific requirements.	Yes	3		

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Type of Qualification	Essential	Desirable
<b>Indicate the area and level of qualifications (if any) essential or desirable to do this job</b>		
Degree in relevant Science Discipline	Yes	
Post Graduate Degree in relevant Science Discipline		Yes
Membership of approved Scientific body		Yes

Type of Experience	Essential	Length	Desirable	Length
<b>Indicate the type and likely length of experience essential or desirable to do this job</b>				
Technical/scientific professional experience	Yes	5 years		
People supervisory experience			Yes	1 year
Budgetary management experience			Yes	1 year

## F. MENTAL SKILLS

<p><b>Information Environment</b> In relation to your scientific discipline and its technical procedures/operating instructions 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>You will have an understanding of your section's relationship with its customers and the legal, financial and business environment in which your section operates.</p>
<p><b>Role Complexity</b> Within the established framework of the quality management system you will have considerable scope to organise how work is undertaken. Typically this will involve the management of people, a process or a service. You will tackle a range of complex yet well defined problems. You will have a regular pattern of work and you will typically plan up to a season ahead. You may occasionally actively plan for long term periods.</p>
<p><b>Creativity &amp; Innovation</b> You will work within the scope of SEPA's quality management system but will be required to suggest improvements to working practices and actively improve SEPA's business, scientific and technical processes.</p>

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**G. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS**

**Internal**

Key internal stakeholders – Unit Managers/Seniors, EPI staff – frequent communication covering a wide range of information from negotiating time and scale of monitoring work to providing standard and sometimes complex technical advice in a variety of formats, both written and oral. You may be required to provide factual information to Directors and senior postholders.

Finance, Procurement, Business Support staff, H&S – regular standard communication via a wide variety of formats.

May on occasion provide cover for unit manager.

**External**

Scientific Institutes, Universities, instrument manufacturers and suppliers etc. – frequent communication covering technical advice, exchange of information, occasionally complex via technical papers & scientific reports.

May provide information or detailed technical advice and results to Scottish Government, DEFRA and other UK Agencies. This may also include participation in working groups or technical committees. This will involve providing detailed advice and persuasion.

**Type of Communication (please specify detail below under broad headings)**

**Written communication**

You will be required to regularly provide routine written communication for example 'variation on theme' reports, letters, memos.

**Report writing**

You will regularly be required to provide complex technical reports. These may be one off detailed reports, new manuals, peer reviewed publications. These will be of a non standard nature and will require original thought. You will require developed skills in the preparation of complex reports.

**Oral communication**

You regularly will be required to provide explanations on complex/ detailed matters. Influencing skills and transfer of information to 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 be involved in providing formal training and will occasionally be required to undertake formal interviews.

Includes chairing & leading meetings, occasional formal presentations, mentoring/training staff, and participation in working groups and technical committees some of which may be external to SEPA. You may be required to attend public meetings.

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**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 : **ES79210**

**Application forms must be received by 10<sup>th</sup> 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](mailto:recruitment@sepa.org.uk)

OR

Recruitment  
SEPA Corporate Office  
Erskine Court  
Castle Business Park  
Stirling  
FK94TR

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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 tel ephone 01786452555.**

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