

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
SUPPLEMENTARY INFORMATION SUMMARY – TEMPLATE**

*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(Air )
<b>POST REFERENCE NO.</b>	ES79783
<b>REPORTS TO</b>	Field Chemistry Unit Manager
<b>DIRECTORATE</b>	Environmental Science
<b>UNIT OR TEAM</b>	Field Chemistry
<b>LOCATION(S)</b>	Edinburgh or East Kilbride
<b>POST STATUS</b> <i>(Indicate if permanent or fixed term ; full or part time and if part time, indicate hours)</i>	Fixed term , fulltime for 12 months

**B. SUPPLEMENTARY INFORMATION ABOUT THIS POST**

SEPA has gradually built up its technical expertise in the fields of stack and ambient air monitoring. To progress this work further a need for a technical expert has been recognised.

The key components of this post are:

- Providing colleagues in the Air Policy Unit with technical advice on policy and legislative issues such as forthcoming Directives , contributing to consultations, responding to ministerial enquiries. Identifying where policy developments will impact on Chemistry/Environmental Science
- to design and manage the delivery of SEPA's stack emission monitoring contract. This will involve liaison with internal customers and external suppliers to ensure effective delivery of the service.

Other responsibilities will include:

- Providing support to Field Chemistry colleagues in the development and validation of new methods for stack and ambient air monitoring, including identifying appropriate new equipment and where appropriate leading on the procurement of new equipment.
- Providing support to operational Field Chemistry staff on matters relating to air monitoring, site investigations and appropriate monitoring procedures , and advice they may be called upon to give in these areas.

- Occasionally undertaking stack emission and ambient air monitoring , in conjunction with operational Field Chemistry staff
- The post holder will be required to undertake both internal and external audits, and therefore being a SEPA auditor is seen as integral to this role
- Provision of specialist advice in relation to interpretation of air monitoring results, including assessment of technical reports provided to SEPA , as required by operational Field Chemistry staff.
- Contribute to the development of SEPA's air outcome measures and targets , and subsequent reporting on progress against these targets .
- Support the development of a system tracking the effects of air pollution on ecosystems for Scotland – currently a SNIFFER project

Provision of specialist technical advice on issues relating to air , including ambient air quality and stack emission related matters (i.e. development of monitoring Standards, impact of regulated processes on local air quality, atmospheric deposition, climate change). Specialist advice will also be provided, through operational Field Chemistry staff, to regulatory staff to inform enforcement decisions and outcomes .

The post holder will be expected to work closely with SEPA's air modellers to ensure that sound scientific decisions are taken based on the best available monitoring and modelling information.

Support the work of the Air PPC Policy & Regulatory Support Group through the Field Chemistry Unit Manager , and acting as a substitute member of the group on occasions .

Further develop contacts with external organisations (e.g. CEH , EA, universities ) working closely with Environmental and Organisational Strategy staff to ensure a co-ordinated approach.

Participate in external steering groups for priority research projects in conjunction with Environmental and Organisational Strategy staff .

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

<b>Qualifications</b>
<p>A Degree in environmental chemistry , air science or related discipline .</p> <p>A relevant higher degree is desirable.</p> <p>MCERTS Level 2 personnel accreditation is desirable</p>
<b>Knowledge</b>
<p><b>Scientific/technical</b> – a developed knowledge of one of the following areas is essential, with knowledge of other areas desirable : stack emission monitoring Standards and stack gas processes; ambient air monitoring techniques ; air quality standards</p> <p><b>Legislation</b> – a developed knowledge of the policy and legislative context for protecting air quality is essential; and a detailed knowledge of relevant legislation relating to stack emission monitoring and the control of atmospheric emissions is highly desirable.</p> <p><b>Environmental</b> – detailed knowledge and understanding of the impact of air emissions on surrounding air quality and the potential effect on the wider environment is highly desirable.</p>

**Experience**

- 5 years post qualification experience of measuring pollutants in air and interpreting the environmental significance of the results
- Experience of managing a project, including scoping out the work, appointing contractors and managing the work within time and financial constraints is highly desirable.
- Ability to liaise with both internal customers, including managing their expectations, and external suppliers with competing priorities is essential.
- Good networking experience and contacts with relevant professionals in other organisations.

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
GENERIC JOB DESCRIPTION**

**A JOB IDENTIFICATION**

<b>JOB TITLE</b>	<b>(Specialist) Senior Scientist</b>
<b>REPORTS TO</b>	<b>Science Unit Manager</b>
<b>DIRECTORATE</b>	<b>Environmental Science</b>
<b>UNIT OR TEAM</b>	<b>Chemistry, Ecology, Hydrology, Marine</b>
<b>LOCATION(S)</b>	<b>Edinburgh or East Kilbride</b>

**B. MAIN PURPOSE OF THE JOB**

To provide expert scientific information and advice.

To deliver scientific analysis, information and advice relevant to the team's role within Scientific Services.

To participate in unit, functional and external task and working groups (often lead contact for a scientific or technical issue) and deputise for the Unit manager as required.

Where appropriate to manage a small team.

### C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time(%)
To be responsible for providing specialist scientific advice and information within a specialised subject area.	50
Where required to manage a small team delivering environmental analysis, information, and advice. Providing line management, including appraisals and development for staff within the team, and to assist with recruitment of new staff.	20
To help develop Scientific Services relevant to the team in line with objectives. This will involve proposing, developing and implementing efficiency and technical improvements related to specialised sub-functional work areas.	20
To maintain an awareness and understanding of technical developments within the scientific field of environmental Science and advise on their implementation within SEPA as appropriate.	5
To develop partnerships with external bodies involved in environmental science and, where appropriate, represent SEPA in an official capacity externally.	5

### D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

#### Internal

Key internal stakeholders – Team Leaders, Science Unit managers/seniors, EPI staff – frequent communication covering 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.

HR, Finance, Procurement business support staff, H&S – regular standard communication via 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 be called upon to assist Unit Manager on infrequent basis in provision of information or detailed technical advice and results to Scottish Executive, DEFRA and other UK Agencies. This may also include participation in working groups or technical committees

## E. DIRECT REPORTS

None or a small team of scientists and assistant scientist typically 1 -5 staff.

### Person Specification

#### 1) KNOWLEDGE AND TECHNICAL SKILLS

Indicate 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: May be lead contact point in absence/support of Unit Manager. Will have knowledge of functions of most SEPA departments, scheme of delegation and pertinent business procedures.	Y	3		
Scientific/Technical  Namely: Assists in the delivery of robust scientific information and advice for an area and sometimes national basis. Specialist knowledge of own function. Experience in the development/ introduction of new/novel methods of chemical analysis and the procurement of sophisticated analytical equipment.  Good computer literacy including experience of LIMS systems.	Y	2	Y	1
Managerial  Namely: Post requires management of small team approx. 5 -10 staff.	Y	3		

<p>May have responsibility for budget upto£250,000.</p> <p>Responsible for assisting with workload planning, staff conduct, H&amp;S,w elfareanddevelopment.</p> <p>Familiar with management of laboratory quality systems (UKAS &amp; ISO)</p>				
<p>Legislation</p> <p>Namely: Much of advice given and reporting relates to specific legislation –broad understanding of this required along with detailed knowledge of monitoring requirements.</p>	Y	4		
<p>Other (pleasespecify)</p>				

## 2) 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 Science Discipline	Y	
Post Graduate Degree in relevant Science Discipline		Y
Corporate Membership of approved Scientific body		Y

## 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	Y	>5 years		
People management experience			Y	>1 year
Budgetary management experience			Y	>1 year
Use of equipment and systems (please specify)	Y	>5 years		

Significant experience in environmental monitoring/ analytical techniques relevant to team function essential.				
Other (please specify): Full drivers licence?			Y	>1 year

#### 4) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication  Namely: High standard of written communication required to cover reports, letters, memos, technical procedures and complex scientific reports	Yes	
Report writing  Namely: Must be able to prepare robust, complex technical scientific reports and papers	Yes	
Oral communication  Namely: influencing skills and transfer of information to peers and laymen important. Includes chairing & leading meetings, formal presentations, mentoring/training staff, and participation in working groups and technical committees some of which may be external to SEPA.	Yes	
Presentations  Namely: internally at team meetings, training events and occasional at scientific meetings and external working groups/technical committees.	Yes	

**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 : **ES79783**

**Application forms must be received by 20<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

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 017864 52555.**