

**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><br><i>(If different from Generic Job title)</i>  | Field Chemist   |
| <b>POST REFERENCE NO .</b>  | CH13228   |
| <b>REPORTS TO</b>   | North Senior Chemist (Field)                                  |
| <b>DIRECTORATE</b>  | Environmental Science   |
| <b>UNIT OR TEAM</b>   | Field Chemistry   |
| <b>LOCATION(S)</b>  | Aberdeen  |
| <b>POST STATUS</b><br><i>(Indicate if permanent or fixed term; full or part time and if part time , indicate hours)</i> | Full Time, Temporary until 31/01/2010 with possible extension |

**B. SUPPLEMENTARY INFORMATION ABOUT THIS POST**

**Responsibilities will include:**

- Ambient air monitoring around SEPA regulated processes. Usually run as short –term projects some of which post holder would be expected to lead. Includes equipment preparation and deployment, result downloading and calculation and reporting
- Landfill gas sampling, including equipment calibration
- Sampling of waste streams for compliance purposes
- Liaison with SEPA regulatory staff and external parties to arrange sampling dates, site access and any other requirements to undertake satisfactory monitoring exercise
- Assessment, reviewing and reporting of chemical data arising from monitoring exercises
- To assist in the setting up water quality monitoring stations, in conjunction with others
- Liaison with other parts of Chemistry over analysis of samples collected as part of diffuse pollution studies in specific catchments
- Routine maintenance of monitoring equipment , including calibration of equipment
- Collection of samples and preparation of samples for analysis

Support and further develop the team's quality control, including extending the scope of UKAS accreditation. This will include developing monitoring procedures and calibration protocols as required.

The exact balance of responsibilities will depend on the successful candidate and experience of existing team members.

As Field Chemistry provides an national service occasional working away from base for a few days may be required.

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

|   |
|---|
| <b>Qualifications</b>   |
| Degree in chemistry or environmental chemistry preferred  |
| <b>Knowledge</b>  |
| <p><b>Scientific/technical</b><br/> <b>Essential</b> – good numeracy skills; technical knowledge of at least one type of environmental field monitoring equipment<br/> A good understanding of the issues relating to diffuse pollution in the water environment, and the interaction with other environmental media is desirable.<br/> Experience in pollutant transfer in sediments or soil runoff is desirable.</p> <p><b>Legislation</b><br/> <b>Essential</b> – general knowledge of environmental legislation and policy<br/> <b>Desirable</b> - Knowledge of WFD or relevant parts of PPC relating to air and waste</p> <p>Suitable applicant must demonstrate a keenness to learn</p> |
| <b>Experience</b>   |
| <p>2 years post graduation experience of environmental monitoring and analysis in at least one of areas of responsibility is essential.</p> <p>Experience of data analysis and interpretation is essential</p> <p>Experience of working in an accredited laboratory is highly desirable (e.g. UKAS)</p> <p>Experience of using GIS advantageous.</p> <p>Experience of liaising with colleagues from other departments is desirable</p> <p>A full driving licence is highly desirable</p>  |

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
GENERIC JOB DESCRIPTION**

**A JOB IDENTIFICATION**

|                     |                                 |
|---------------------|---------------------------------|
| <b>JOB TITLE</b>    | Scientist                       |
| <b>GRADE</b>        | E                               |
| <b>REPORTS TO</b>   | Senior Scientist / Unit Manager |
| <b>DIRECTORATE</b>  | Environmental Science           |
| <b>UNIT OR TEAM</b> | Science Unit                    |
| <b>LOCATION(S)</b>  | Aberdeen                        |

**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 development work, 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**

**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.**

**Key Areas of Responsibility**

**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.

**Staffing**

Where appropriate you will 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.

Where appropriate you will lead field surveys, as the survey leader you will have overall responsibility for the safety of those engaged in the survey.

You may train staff, this will involve coaching and mentoring to defined standards and competencies, demonstrating tasks, monitoring performance and giving feedback on performance.

**Performance Management**

You will be responsible for accurate and timely reporting of scientific data, information and advice relating to your work area.

### **Equipment**

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

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, models and software, laboratory infrastructure and field buildings).

As part of a team you may 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 method development work and data 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 a significant impact on your own workgroup or a moderate impact on your wider functional area.

### **Functional Management**

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

**D. KNOWLEDGE AND TECHNICAL SKILLS, QUALIFICATIONS & EXPERIENCE REQUIRED**

Indicates the type of knowledge and skill Is 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<br><br>Namely: Knowledge of functions within SEPA departments which have contact with Science | Yes       | 4     |           |       |
| Scientific/Technical<br><br>Namely: Specialist knowledge of Science procedures within a given area of work.                 | Yes       | 3     |           |       |
| Managerial<br><br>Namely:   | No        |       |           |       |
| Legislation<br><br>Namely: Broad knowledge of legislations related to the areas of their work                               | No        | 4     |           |       |

| 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<br>Postgraduate degree in relevant Science Discipline<br>Membership of approved scientific body | Yes       | Yes<br>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   | Post qualification relevant practical experience. | 2yrs   |           |        |

**F. MENTALSKILLS**

**InformationEnvironment**

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.

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

**RoleComplexity**

You will carry out a range of scientific and technical procedures within the quality management system. You will undertake a wide range of different tasks. Although the framework is well established you will adapt procedures to cope with daily circumstances. You will tackle a range of problems that require a degree of analysis. There will be a regular pattern of work but often with interruptions. You will typically plan up to a season ahead.

**Creativity&Innovation**

You will work within the scope of SEPA's quality management system but will be able to suggest improvements to working practices.

**G. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS**

**Internal**

Science staff, EPI staff: frequent communications covering a wide variety of technical and general information relating to science surveys, data gathering and analysis 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.

Formats include mainly verbal and written reports; frequent use of routine "variation on a theme" reports. Infrequently prepare papers and presentations. You will give advice ranging from general to technical in specific areas of your expertise.

**External**

Licence holders, scientific institutes, universities etc. Infrequent communication covering technical advice, mainly verbal, technical papers and scientific reports mainly 'variation on a theme'. You may participate in external projects or advisory groups.

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

**Written communication**

You regularly will be required to provide routine written communication on technical and environmental science issues for example "variation on a theme" reports interpreting the significance of environmental data.

**Report writing**

You infrequently may 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.

#### Oral communication

You regularly will be 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.

You may participate in working groups and technical committees some of which may be external to SEPA.

#### **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 and externally**

To apply for this post please submit your **completed SEPA application form** quoting the following post reference : **ES80091**

**Application forms must be received by 16<sup>th</sup> of 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 web site:**

<http://www.sepa.org.uk/vacancies>

**Thensendyourcompletedformto:**

[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.**