

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>	Assistant Scientist(Assistant Ecologist)
POST REFERENCE NO.	ES81956
REPORT TO	Senior Scientist
DIRECTORATE	Environmental Science
UNIT OR TEAM	Ecology, North
LOCATION(S)	Dingwall
POST STATUS <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 postholder will contribute to SEPA's ecological monitoring programme, the majority of which is undertaken to meet the monitoring and classification requirements of the Water Framework Directive. This will involve a major input to SEPA's freshwater fish survey programme, as well as contribution to other ecological surveys. Specific responsibilities include:

- Deployment of survey and taxonomic skills for fish in rivers and freshwater lochs.
- Assisting with other ecological sampling and surveying of inland waters and other media as directed.
- Preparation and analysis of ecological samples from inland waters and other media using specific biological taxonomic skills for some of the following: macroinvertebrates, diatoms and other biota as appropriate (and following training as required).
- Recording field data and analytical results in laboratory information management system.
- Assisting in investigative ecological surveys.
- 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
As generic job summary
Knowledge
As generic job summary
Experience
Experience of freshwater survey methods, and the taxonomy of one or more of the following groups of freshwater organisms would be an advantage : invertebrates, macrophytes, diatoms, phytoplankton.

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A. JOB IDENTIFICATION

JOB TITLE	Assistant Scientist
GRADE	F
REPORTS TO	Senior Scientist
DIRECTORATE	Environmental Science
UNIT OR TEAM	Science Unit
LOCATION(S)	Appropriate Operational Office

B. MAIN PURPOSE OF THE JOB

To work individually and as part of a team undertaking environmental sampling, monitoring, data processing and reporting work relevant to a science function.

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 a range of scientific activities to prescribed standards/procedures in support of SEPA's environmental monitoring and assessment duties.

Staffing

You may demonstrate tasks to other staff.

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, stopping unsafe or unsound activities.

Performance Management.

You will be responsible for accurate and on time reporting of scientific data, information and advice relating to your function.

Equipment

You may have personal responsibility for the use of scientific, survey or field equipment.

You may be personally responsible for the maintenance of survey, laboratory or field equipment and buildings. This may involve directly undertaking maintenance or scheduling and arranging maintenance with external contractors.

Finance

You will be responsible for the receipt of consumables. You may be responsible for ensuring that consumables are monitored against demand and reordered when required.

Freedom to Act

You may undertake environmental survey, sampling or analysis following specified methods and/or procedures. You will normally organise your own work over a period of days. You may resolve some problems situations without support from others.

You may report the results of the survey, sampling and analysis being accountable for the data generated.

You may organise and prepare field survey equipment, laboratory equipment or other scientific apparatus using prescribed procedures.

You may assist with method development/validation work as required.

Advice

You will provide information and advice relevant to your work area; much of this will be procedural and/or practical. This will typically be scientific, technical, or health and safety.

Quality and Health & Safety

You will work to appropriate quality and health and safety procedures. You will stop unsafe or unsound activities.

Impact

You will have most impact on your own work and that of your immediate colleagues. Dealings with external organisations are likely to be on a one to one basis.

Functional Management

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

D. DIRECT REPORTS

None.

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: Broad understanding of science functions, quality assurance and business procedures	Yes	4		
Scientific/Technical Namely: Broad understanding of science with more detailed knowledge of tasks relevant to own function or work area.	Yes	4	Yes Particularly of own work area.	3

Type of Qualification	Essential	Desirable
Indicate the area and level of qualifications (if any) essential or desirable to do this job		
Minimum HND or equivalent in relevant Science. Degree	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	Experience in an environmental analysis role	1 year, not necessarily post qualification		

F. MENTAL SKILLS

Information Environment

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 and may have understanding of the financial and legal framework with which your section operates.

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 require the ability to analyse technical information and/or concepts

Role Complexity

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.

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 variety of general information relating to scientific sampling, and analytical information. Standard communications, formats mainly verbal, and standard reports

External

Licence holder: infrequent standard scientific information via standard reports.

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

Written communication

You will be required to communicate scientific results/advice through standard written formats, proformas, database entry etc on a regular basis. This will include internal and some external communication these will be mainly e-mails. You may assist more senior staff with reports to customers etc.

Report writing

You may infrequently provide written communication on technical and environmental issues this is likely to be "variation on a theme" reports.

Oral communication

You will be regularly required to provide information and explanations on scientific results.

SALARY:

The salary band for this post is Band F, £19,686 to £22,165 prorata, starting salary will be on the base of the salary grade, £19,686.

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 : **ES81956**

Application forms 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.