

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
SUPPLEMENTARY INFORMATION SUMMARY**

This intended to supplement the information provided in the Generic Job Description. 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>	Senior Specialist Scientist (Flood Risk Management (Scotland) Bill)
REPORT TO	Unit Manager (Flood Unit)
DIRECTORATE	Environmental Science
UNIT OR TEAM	Flood Unit
LOCATION(S)	There is some flexibility over the location although it is anticipated that the post will be based in either Stirling, Perth, East Kilbride or Edinburgh depending on business need and availability of suitable accommodation.
POST STATUS	Permanent, Full Time

B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

The Flood Risk Management (Scotland) Bill was passed by the Scottish Parliament on 13 May 2009. The Bill gives SEPA significant new responsibilities, including the preparation of flood risk assessments.

The following job description provides a broad overview of the likely tasks and responsibilities associated with this role but these will be subject to further refinement by line manager to reflect legislative or organisational changes. The postholder will need to demonstrate flexibility with regard to their duties in order to adapt to evolving requirements.

The post will initially be based in the Flood Unit within Environmental Science, however the role requires collaborative working between the Environmental Science directorate and other directorates and teams across SEPA. As SEPA responds to meet the ongoing challenges of implementing the Bill, the post may be assigned to a different unit or Directorate in the future.

This post will significantly contribute to and at times lead on technical aspects of the flood risk assessment duties placed upon SEPA as defined in the Bill. Specifically the post will contribute within the areas of (i) statutory planning and flooding advice, (ii) preliminary flood risk assessment preparation, (iii) identification of vulnerable areas at risk, (iv) strategic work on the identification and role of natural features within flood risk management and (v) provide developed input towards new flood hazard and flood risk mapping. There may also be a requirement to contribute towards advice on reservoir flood mapping and risk assessment.

The post will require an understanding of flood risk and will require skills in data quality management, data manipulation and data presentation. Given the collaborative approach to flood risk management outlined in the bill, the postholder may be required to work with other responsible authorities on a regular basis. The postholder will work very closely with other members of the Flood Unit, (e.g. existing flood risk specialists) but in particular the Principal Hydrologist responsible for the overall technical input to SEPA's flood risk management duties under the Bill.

In detail, the postholder will:

- Provide developed statutory planning advice to Local Authorities for both Development Management and Development Planning.
- Develop methods to deliver the Preliminary flood risk assessment required by the new legislation including identifying and managing datasets to that end.
- Develop methods for the identification of vulnerable areas at significant flood risk in Scotland.
- Provide developed and technical advice and support towards identification of natural features that may have a role within flood risk management in Scotland.
- Provide input towards the creation of new flood hazard and flood risk maps for Scotland, supporting the Flood Map Manager/Project Manager as and when directed.
- Work with other responsible authorities and relevant SEPA functions to develop systems and processes to achieve required outputs.
- Provide input and advice towards both the District and Local Flood Risk Management Planning process that will arise from the Bill.

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

1) KNOWLEDGE AND TECHNICAL SKILLS

Indicates the type of knowledge and skills essential or desirable to do this job and the level required using the indicators below (in addition to that detailed in the generic job description).

- (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
Scientific/Technical Namely: Knowledge of water environment management and stakeholder management which the postholder can translate into an ability to provide developed robust scientific information and advice.		2		
Hydrology/Flood Risk		2		
Data Management		3		
GIS Skills		3		
Legislation				

Namely: knowledge of the Flood Risk Management (Scotland) Bill, Controlled Activities (Scotland) Regulations 2005, and wider implications of the Water Framework Directive		3		
Others				
Influencing & advocacy skills				2
Complex problem solving, analysis and decision making				2
Workload prioritisation and management				2

2) QUALIFICATIONS

Indicate the area and level of qualifications (if any) essential or desirable to do this job (in addition to that detailed in the generic job description)

Type of Qualification	Essential	Desirable
Arelevant degree or equivalent in physical or natural sciences or engineering or a closely related discipline is essential.	yes	Water management specialism
Full corporate membership of a relevant professional body is desirable		yes
Full driving licence		yes

3) EXPERIENCE REQUIRED

Indicate the type and likely length of experience essential or desirable to do this job (in addition to that detailed in the generic job description)

Type of Experience	Essential	Length	Desirable	Length
Technical/scientific professional experience:		At least 3 years		
People management experience				
Budgetary management experience				
Use of equipment and systems	Microsoft Office suite	1 year		
Microsoft and SEPA specific IIS applications				
GIS applications			Arcview	1 year

Other (please specify):			Design flood estimation method e.g. FEH	2 year
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4) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
<p>Written communication</p> <p>Namely: Correspondence with Scottish Government, other Responsible Authorities, stakeholders and the public. Official response preparation. Internal memos.</p>	Yes	
<p>Report writing</p> <p>Namely: Report to the FRMB programme team and report to management.</p>	Yes	
<p>Oral communication</p> <p>Namely: Some internal communications within SEPA and possibly some support to external communications.</p>	Yes	
<p>Presentations</p> <p>Namely: Internal meetings and external including presentations to flood risk management partners including: Scottish Government groups, Scottish Water and Local Authorities.</p>	Yes	

**SCOTTISH ENVIRONMENTAL PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Senior Specialist Scientist
GRADE	D
REPORTS TO	Science Unit Manager/Senior Scientist
DIRECTORATE	Environmental Science
UNIT OR TEAM	Science Unit
LOCATION(S)	Perth

B. MAIN PURPOSE OF THE JOB

To provide developed expert scientific and technical information and advice as required, may occasionally undertake complex or unusual scientific analysis

May be required to lead investigative studies, assessing environmental quality and liaising with internal and external customers

To participate in unit, functional and external task and working groups (often as lead contact for scientific or technical issue).

May supervise as small team or group of 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

You will provide developed expert scientific advice and information within a specialised subject area.

Staffing

You may supervise a small number or group of staff.

You may input to annual appraisals, providing feedback on performance or defining targets for staff you supervise or work closely with.

You may approve day-to-day working hours within flexi time scheme.

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 the 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 term 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.

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.

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		

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	Yes	
Post Graduate Degree in relevant Science Discipline		Yes
Membership of approved Scientific body		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	Yes	5 years		
People supervisory experience			Yes	1 year
Budgetary management experience			Yes	1 year

F. MENTAL SKILLS

<p>Information Environment</p> <p>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>Role Complexity</p> <p>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>Creativity & Innovation</p> <p>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>

G. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

<p>Internal</p> <p>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.</p> <p>Finance, Procurement, Business Support staff, H&S – regular standard communication via a wide variety of formats.</p> <p>May on occasion provide cover for unit manager.</p> <p>External</p> <p>Scientific Institutes, Universities, instrument manufacturers and suppliers etc. – frequent communication covering technical advice, exchange of information, occasionally complex via technical papers & scientific reports.</p> <p>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.</p>
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Type of Communication (please specify detail below under broad headings)
<p>Written communication</p> <p>You will be required to regularly provide routine written communication for example 'variation on a theme' reports, letters, memos.</p>
<p>Report writing</p> <p>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.</p>
<p>Oral communication</p> <p>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.</p> <p>You may be involved in providing formal training and will occasionally be required to undertake formal interviews.</p> <p>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.</p>

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 : **ES83046**

Application forms must be received by 17th 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 application 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.