

HR Intranet: Forms	SCOTTISH ENVIRONMENT PROTECTION AGENCY	Version: BF/HR/005 v1
	Supplementary Information Summary	Amended:
		Issued: 31/05/05

This is 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>	Technical Assistant (Hydrology) (Two posts)
POST REFERENCE NO.	ES83478
REPORT TO	Senior Scientist
DIRECTORATE	Environmental Science
UNIT OR TEAM	Hydrology
LOCATION(S)	Dingwall and Elgin
POST STATUS <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	Temporary, fixed term .

B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

JOB PURPOSE:

The North West Area Hydrology Section operates an extensive network of hydrometric monitoring stations, consisting of river gauges, tide gauges & rain gauges. We are currently seeking enthusiastic individuals with an interest in Hydrology to assist with various maintenance tasks as part of our ongoing summer maintenance programme. As well as this the successful applicants would gain valuable experience of the operation of Hydrometric networks and the work of SEPA as a whole.

The post would ideally suit candidates working towards a Geography/Environmental Science/Engineering degree or a recent Graduate.

Applicants should have good practical skills; be resourceful; be computer literate; have good communication skills and possess a current driving licence.

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KEY AREAS OF RESPONSIBILITY :

To assist with work required for the continued operation of a hydrometric network , including:

- Repairs and maintenance of brick or wood gauging station huts
- Maintenance and renewal of river gauging station cableways
- Vegetation control at rain gauge sites and clearing of access pathways
- General maintenance work
- Well pumping

To carry out additional hydrometric work as time allows , including:

- Routine instrumentation checks
- River flow gaugings
- Cross-section surveys of river beds

Full training in all relevant procedures will be given to the successful candidate.

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

Qualifications
<ul style="list-style-type: none"> • The candidate is expected to be studying for a relevant science degree or have recently graduated .
Knowledge
<ul style="list-style-type: none"> • Knowledge of hydrological processes and hydrometric monitoring is desirable . • Knowledge of survey techniques , including GPS , is desirable .
Experience
<ul style="list-style-type: none"> • Good IT skills are desirable. • Basic D.I.Y. skills are highly desirable. • Good communications skills are essential. • Full clean UK driving licence is essential .

SALARY:

The salary band for this post is Band G, £15,903 to £17,905 pro rata, starting salary will be on the base of the salary grade, £15,903.

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 : **ES83478**

Application forms must be received by 16 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.