

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
SUPPLEMENTARY INFORMATION SUMMARY**

*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**

<b>JOB TITLE</b> <i>(If different from Generic Job title)</i>	Principal Hydrologist ( <i>Flood Risk Management (Scotland) Bill</i> )
<b>POST REFERENCE NO.</b>	ES83588
<b>REPORTS TO</b>	Unit Manager - Flood Unit
<b>DIRECTORATE</b>	Environmental Science
<b>UNIT OR TEAM</b>	Hydrology
<b>LOCATION(S)</b>	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.
<b>POST STATUS</b> <i>(Indicate if permanent or fixed term; full or part time and if part time, indicate hours)</i>	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 lead on the development and delivery of the technical aspects of the Flood Risk Management (Scotland) Bill.

The postholder will provide advanced expert scientific information, technical input, guidance and advice in preparing SEPA to meet its requirements under the new legislation.

The postholder will:

- Lead on the Hydrology function's input to the implementation of the Flood Risk Management (Scotland) Bill, to include being the technical lead for the development and delivery of the flood risk assessment and mapping work streams within SEPA's Flood Risk Management (Scotland) Bill Programme.
- Deputise for the Flood Warning Unit Manager in tasks related to the Flood Risk Management (Scotland) Bill.
- Work to ensure that Hydrology is completely linked into all other SEPA functions that will be involved in the process.
- Work with partner organisations on projects underpinning the implementation of the Bill.
- Work with SEPA's Sand GIS to prepare datasets to support implementation of the Bill.
- Work with relevant implementation/management groups to ensure SEPA adopts a joined-up approach.
- Represent SEPA on relevant Scottish Government Implementation Groups for the Bill, to include providing technical input to policy statements and position papers.

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

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• No different from generic job description</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Have specialist knowledge of all elements of flood risk management in Scotland.</li> <li>• Have advanced knowledge of flood hydrology including coastal flood risk.</li> <li>• Have advanced knowledge of flooding legislation</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of sustaining key working relationships with external partners.</li> <li>• Demonstrable success in the management of projects.</li> <li>• Experience of using Geographic Information Systems (GIS) such as ARCGIS to undertake data management, maintenance and analysis of datasets.</li> </ul>

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
GENERIC JOB DESCRIPTION**

**A JOB IDENTIFICATION**

<b>JOB TITLE</b>	<b>Principal Specialist Scientist</b>
<b>GRADE</b>	<b>C</b>
<b>REPORTS TO</b>	<b>Unit Manager / Senior Scientist</b>
<b>DIRECTORATE</b>	<b>Environmental Science</b>
<b>UNIT OR TEAM</b>	<b>Science Unit</b>
<b>LOCATION(S)</b>	<b>Appropriate Offices</b>

**B. MAIN PURPOSE OF THE JOB**

To provide advanced expert scientific, technical and professional information and advice. You may occasionally undertake advanced, complex or unusual scientific analysis.

You may be required to lead scientific development for a specialist or discrete work area, ensuring integration with other SEPA activities and that all relevant objectives are met.

You may be required to lead significant projects or research activities, liaising with internal and external customers.

You may supervise a 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 post will have some but not necessarily all of the responsibilities outlined in the generic job summary.**

<b>Key Areas of Responsibility</b>
<p><b>Summary</b> You will provide advanced expert scientific, technical and professional advice; you will be recognised as SEPA's best source of information and will be our lead expert within a broad specialist work area.</p> <p><b>Staffing</b> You may supervise a small number or group of staff.</p> <p>You may input to annual appraisals, providing feedback on performance or defining targets for staff that you supervise or work closely with.</p> <p>You may approve day-to-day working hours within flexi time scheme.</p> <p>You may be responsible for the development and delivery of training or guidance material for a range of staff for significant new areas of work.</p>

You may provide coaching 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 will be responsible for achievement of key performance indicators within your specialist work area. This includes accurate and timely reporting of progress.

You may be required to actively plan and liaise on the allocation of resources across a number of projects or functions over time periods greater than a year.

### **Equipment**

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

You may make recommendations to the unit manager on future equipment requirements. You may prepare business cases and lead the procurement of capital items.

You may be responsible for ensuring adequate levels of consumables and scientific equipment (non capital).

### **Finance**

You will authorise expenditure for consumables and equipment within defined limits against a pre-agreed budget/cost centre.

You may authorise expenses within defined limits.

### **Freedom to Act**

You will be responsible for scientific development and advice within a broad specialist area. In this role you may be expected to shape the direction and work programmes of a significant portion of your function. You will have considerable freedom to organise your own work in line with SEPA's outcomes and objectives. You may have the responsibility of actively planning and prioritising the work of staff that you do not control over time periods greater than a year.

You may control major projects or research activities; these may involve the application of staff, finance or scientific assets. Typically this will involve planning, work prioritisation and resolution of project problems against a background of work schedules and deadlines.

You will be responsible for continually improving efficiency and effectiveness. You will resolve problems referred to you by other staff and lead significant changes to the operation of your function. You may be required to make recommendations on future resource requirements within the constraints of the Quality System.

You may be responsible for developing and maintaining effective working relationships with key stakeholders.

### **Advice**

You will be responsible for the provision of advanced expert, robust, scientifically defensible, advice and information on environmental matters within a specialist or discrete work area.

You will promote the dissemination of scientific information and advice to influence the delivery of SEPA's outcomes. A key feature of your role will be conveying scientific knowledge influentially to help achieve policy, strategy and environmental improvements consistent with SEPA's policy objectives and outcome approach.

You will personally provide highly specialised advice within your area of expertise. You will be recognised as SEPA's lead authority within your area of expertise. You will have a significant impact on your functional area.

You may lead scientific and policy development in specifically assigned work areas liaising with and influencing key stakeholders such as Scottish Government and DEFRA. Your role is likely to be broad and deep. You may represent SEPA in an official capacity externally.

**Quality Systems and Health & Safety**

You may implement and assist the Head of function with the development 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 own science function. You may have a major impact on particular groups of individuals or organisations.

**Functional Management**

You will support the Head of function in ensuring the delivery of the directorate's objectives by providing integrated and effective scientific outputs.

You may be required to act as a Directorate or Functional lead on discrete projects or initiatives (these may be scientific or business in nature).

**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  <b>Namely:</b> knowledge of functions of all SEPA departments and boards, scheme of delegation, finance including bidding processes and budgeting, accountability, responsibilities of individuals at various levels, business procedures, corporate planning and reporting	Yes	3		
Scientific/Technical  <b>Namely:</b> The work of the Unit is largely scientific/technically based and a good overall understanding of areas covered is essential. Ability to take an integrated view is essential.	Yes	2		
Managerial			Yes	4

<b>Namely:</b>				
Legislation/Policy  <b>Namely:</b> The post -holder leads scientific developments ,implementation of new EU/Domestic regulation. Considerable liaison with external stakeholders is required, understanding on how policy/legislation is made and knowledge and understanding of its technical content is essential.	Yes	2		

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 in relevant Science Discipline		Yes
Corporate 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 management experience			Yes	1 year
Budgetary management experience			Yes	1 year
Project Management			Yes	1 year

## E. MENTAL SKILLS

<p><b>Information Environment</b></p> <p>In relation to your scientific discipline you will have to absorb and understand information of a very technical or specialist nature covering extremely difficult concepts. You will have a complete understanding of your functions relationship with its customers and its business processes.</p> <p>You will have an understanding of the legal, financial, procedural and policy environment in which your function operates.</p>
<p><b>Role Complexity</b></p> <p>Within the established framework of the quality management system your work is intrinsically complex. You will have considerable scope to organise how work is undertaken. Problems encountered vary considerably and are complex with a considerable amount of grey areas. They may require considerable analysis and judgement. The job will consist of many overlapping tasks and projects with a certain amount of switching between each. You will typically be required to actively plan at least a season ahead. You may occasionally actively plan for long time periods.</p>

### **Creativity&Innovation**

You will work within the scope of SEPA's quality management system but will be required to lead improvements to working practices and actively improve SEPA's business, scientific and technical processes.

## **G. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS**

Internal: Board, CMT, Heads of Science, Science Unit Managers, ERIMS, Area Managers. You will frequently be required to explain complex matters influencing and persuading others to take a course of action without having the authority to compel them. This is likely to involve building one to one relationships, formal presentations, factual reports and peer reviewed papers.

Finance, Organisational Planning, Business Support staff - regular standard communication via a wide variety of formats

External: Some of Scottish Government, DEFRA, Environment Agency, Environment and Heritage Service (NI), EPA, FSA, DTi, SNIFFER, Industry/Trade Associations, NGOs, Research Institutes and other relevant bodies.

May provide information or detailed technical advice and results to Scottish Government, DEFRA, and other UK agencies. Communication mainly detailed technical advice via formal scientific papers or via participation in working groups or technical committees. Frequency is variable dependent upon subject area - varies from regular (weekly) to infrequent (few times per year). This will involve providing detailed advice and persuasion.

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

#### Written communication

A high standard of written communication on diverse, sometimes contentious, technical issues is essential, e.g. technical reports, scientific papers strategies, formal letters, memos, guidance and procedures and responsibility for consultation responses/OMEs

#### Report writing

You will regularly be required to provide complex technical reports and letters. These will 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 be required to have advanced skills in the preparation of complex reports. You will occasionally prepare one off documents of a highly technical or conceptual nature; these will be lengthy major reports.

#### Oral communication

The postholder works with a wide range of external and internal stakeholders very often seeking to inform, influence, persuade. This requires high level oral communication skills, e.g., chairing meetings and contributing to internal and external fora.

#### Presentations

There is a requirement for the postholder to represent SEPA externally which demands the ability to deliver compelling and authoritative presentations.

**SALARY:**

The salary band for this post is Band **C, £38,244 to £44,093** starting salary will be on the base of the salary grade, **£38,244.**

**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 : **ES83588**

**Application forms must be received by 17<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 01786452555.**