

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Registry Officer
REPORTS TO	Registry Manager North/South
PORTFOLIO	Regulatory Services
UNIT OR TEAM	Registry
LOCATION(S)	Various

B. MAIN PURPOSE OF THE JOB

To carry out all aspects of application processing, issuing of statutory documentation and provision of public registers are carried out in accordance with legislative and procedural requirements.

C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time (%)
<ul style="list-style-type: none">▪ To process applications for environmental licences and issue statutory notices in accordance with legislative and procedural requirements.	50%
<ul style="list-style-type: none">▪ To maintain the public registers in accordance with relevant legislation and facilitate access to the registers.	30%
<ul style="list-style-type: none">▪ To respond to, or assist in the response to, external and internal queries relating to the registers.	10%
<ul style="list-style-type: none">▪ To maintain all relevant databases specific to the registry function.	10%

D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

Internally – all SEPA staff (mainly Operations Directorate staff and Legal). Primarily base and senior grade officers along with first and second tier management.
Externally – members of the public, NGOs, local authorities, consultants, educational groups and Scottish Executive.

E. DIRECT REPORTS

*Registry Officer
Generic Job Description 2005 v3*

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None

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Person Specification

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.

- (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
SEPA Organisational Knowledge Namely: organisational structure, licence processing procedures, best practice, corporate and area business plans, SEPA information systems.			Yes	4
Scientific/Technical				
Managerial				
Legislation Namely: Freedom of Information, Data Protection Act, Environmental Information Regulations, Controlled Activities (Scotland) Regulations 2005, Environmental Protection Act 1990, Radioactive Substances Act 1960 & 1993, Environment Act 1995, Pollution Prevention and Control Act 1999, The Pollution Prevention and Control (Scotland) Regulations 2000, The Waste Management Licensing Regulations 1994, EU regulations relating to the Transfrontier Shipments of Radioactive Substances and Waste within the EU and all other relevant regulations made under any of the above.			Yes	4
Other Working with databases, transferring data from paper based documentation into an electronic format. Regular oral communication and written communication such as letters and minutes	Yes	4		

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2) QUALIFICATIONS

Indicate the area and level of qualifications (if any) essential or desirable to do this job

Type of Qualification	Essential	Desirable
Educated to Standard Grade Level.	Yes	
2 years practical and relevant experience	Yes	

3) EXPERIENCE REQUIRED

Indicate the type and likely length of experience essential or desirable to do this job

Type of Experience	Essential	Length	Desirable	Length
Technical/scientific				
People management experience				
Budgetary management experience				
Use of equipment and systems (please specify) Basic computer literate.			Yes	1
Other (please specify): Office/Administration experience	Yes	2		

4) COMMUNICATION SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: faxes, emails, memos,		Yes
Report writing Namely:		
Oral communication Namely: telephone and face to face.		Yes
Presentations		

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