

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Environment Protection Officer
REPORTS TO	Unit Manager
DIRECTORATE	Regulatory Services
UNIT OR TEAM	Various Operations teams
LOCATION(S)	Various

B. MAIN PURPOSE OF THE JOB

To provide regulation & enforcement of a range of environmental legislation including protection of the water environment (controls on point source discharges, engineering, abstractions and impoundments), emissions to air from prescribed processes, the storage, treatment, transfer & disposal of controlled waste (excluding radioactive waste) and the use of sealed radioactive sources.

C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time (%)
<ul style="list-style-type: none"> • To scrutinise and assess applications for (or proposed changes to) a range of environmental permits. 	10
<ul style="list-style-type: none"> • To prepare licences/authorisations/permits/consents (or amendments to those already existing) including relevant conditions, for consideration by the SEPO/Team Leader and Area Licensing Team. 	15
<ul style="list-style-type: none"> • To inspect sites, premises, processes, watercourses etc. and assess the level of compliance with statutory requirements and authorisation conditions to ensure improvements in operator performance and in the quality of the environment. 	35
<ul style="list-style-type: none"> • To initiate enforcement action where necessary, within the delegated authority of the post and in line with SEPA policy. 	10
<ul style="list-style-type: none"> • To investigate complaints and reports of pollution, taking appropriate actions, preparing relevant reports and dealing with the public. 	15
<ul style="list-style-type: none"> • To deal with enquiries from operators, members of the public, other agencies etc. in relation to pollution control activities (including statutory requirements) or other matters relating to SEPA. 	10
Participate in task groups or 'ad hoc' groups as required.	5

D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

Predominantly with Officer, Senior Officer and level 1 Managers in all directorates, internally.
Externally, communication will be with officers and senior staff in Local Authorities, Industry and other Agencies.

E. DIRECT REPORTS

No direct reports

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: Interaction between Policy and Implementation for new legislation.		4		3
Scientific/Technical Namely: Multi-media expertise in a variety of areas plus understanding of EA		4		3
Managerial Namely: Leadership, recruitment, mentorship, training, planning, budgeting, staff development		N/A		N/A
Legislation Namely: Multiple areas of legislation covering all environmental media		3		
Other (please specify)				

2) QUALIFICATIONS

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

Type of Qualification	Essential	Desirable
Relevant degree or equivalent	Yes	
Corporate membership of an approved body		Yes
Accredited Management Training		

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 professional experience	relevant pollution control experience and/ or water resources and or engineering in surface waters and/or river geomorphology	At least 1 year		2 years
People management experience				
Budgetary management experience				
Use of equipment and systems (please specify)	Standard Microsoft Office suite	1 year	Key Operations programmes (ELMS, CLAS, NEMS)	1 year
Other (please specify):				

4) COMMUNICATION SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: letters to Officers and Senior Officers externally and memos internally	Yes	
Report writing Namely: Technical reports or updates on pollution events, etc. to SEPO, Level 1 manager, Licensing Team.	Yes	
Oral communication Namely: Reports to Licensing Team and various internal and external working groups and meetings	Yes	
Presentations		

Namely: Internal and external stakeholder meetings concerning specific work areas.	Yes	
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