

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
SUPPLEMENTARY JOB DESCRIPTION**

A JOB IDENTIFICATION INFORMATION

JOB TITLE	Specialist II (Restoration Specialist)
POST REFERENCE NO.	REG18877
REPORTS TO	Water Environment Fund Unit Manager
PORTFOLIO	Regulatory Services
UNIT OR TEAM	Water Environment Fund
WORKING HOURS AND LOCATION	<p>Full-time (35 hours per week) Location flexible: to be agreed</p> <p>SEPA is happy to consider flexible work arrangements and we proudly use the "Happy to Talk Flexible Working" logo on all our job vacancies. If you want to work part-time or through some other flexible arrangement, we strongly encourage you to apply.</p>
POST STATUS	Permanent

B. SUPPLEMENTARY INFORMATION ABOUT THIS POST

This information is intended to supplement the generic job description and more accurately outlines the key tasks required in this specific role. The generic job description is intended to outline the general skills and experience required to operate effectively as a Specialist 2 and is the definitive document which defines the generic role and its overall responsibilities.

SEPA's Regulatory Strategy

The delivery of restoration projects will take place within the context of SEPA's new Regulatory Strategy, "One Planet Prosperity. The Strategy sets out SEPA's commitment to use the full range of tools at our disposal to get all those we regulate to meet their legal obligation and reach minimum compliance and also help as many as possible move 'beyond compliance'. In addition to this, the challenges of the 21st Century mean that SEPA must also increasingly help society to tackle diffuse sources of pollution, over-use of natural resources, major environmental challenges such as climate change and flooding.

Job Purpose

This post is part of a team delivering improvements to the physical condition of Scotland's water environment. The post holder will be responsible for taking forward a portfolio of projects that improve river morphology and barriers to fish passage, working closely with other parts of the Agency and external partners.

Key Responsibilities

- Provide technical advice on the restoration of the water environment (improvements to

morphology of both rural and urban rivers and barriers to fish passage) including the different stages of project development and implementation; scoping, options appraisal, design and works

- To be the lead point of contact in the team on one or more of the following areas as they relate to restoration projects: restoration and geomorphology, restoration engineering, fisheries management, contract procurement and management of restoration ground works. Restoration will include removing simple and more complex barriers to fish migration and improving the physical condition of rural and urban rivers.
- Oversee projects through appraisal and financial governance processes including scrutiny to ensure projects meet RBMP objectives, provide value for money, reduce and manage risk, have adequate options appraisal, maximising multiple benefits and tracking and reporting on project progress and finances for projects in portfolio.
- Directly commission different stages of restoration projects using SEPA's procurement processes.
- Work with project partners at the various stages of pre-application, application, project delivery and post project assessment.
- Liaise with specialist functions within SEPA to ensure appropriate technical challenge for projects and with local regulatory services staff regarding the preparation of licences required for restoration works and works delivery.
- Provide written and oral guidance and advice on the delivery of restoration projects, the Water Environment Fund and respond to enquiries from potential project partners, the public, agencies and organisations.
- Promote the aspirations, opportunities and completed environmental improvements being delivered to internal and external audiences.
- Develop and maintain productive partnerships with Scottish Government, Local Authorities, agencies and organisations that help deliver and fund restoration projects.
- Contribute to the strategic development of policy to support making improvements to physical condition (including barriers to fish migration) and delivery of the RBMP objectives.

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

Qualifications	
Relevant degree or equivalent experience	
Knowledge	
Essential	
<ul style="list-style-type: none"> • Detailed knowledge of river restoration techniques • Understanding of multiple benefits from river restoration including biodiversity, flood risk management, diffuse pollution, fisheries and urban regeneration. • Detailed knowledge of either hydromorphology and/or restoration engineering and/or contract procurement and/or management of restoration works • Knowledge and understanding of relevant legislation including Controlled Activity Regulations. 	
Desirable	

<ul style="list-style-type: none"> • Understanding of the Water Framework Directive and River Basin Management planning as they relate to improvements to physical condition (including barriers to fish migration) • Knowledge of relevant funding schemes
Experience
<p>Essential</p> <ul style="list-style-type: none"> • At least 3 years relevant professional experience in water management • Involvement in the different stages of river restoration projects; scoping, options appraisal and design and works. • Development of effective working relationships with project stakeholders eg Local Authorities, agencies, river trusts, landowners. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of project appraisal, finance and management of restoration projects that improve river morphology and barriers to fish passage • Procurement and management of contractors and ground works projects
Skills
<p>Essential</p> <p>Excellent oral and written communications skills including report writing and presentations.</p>

**SCOTTISH ENVIRONMENT PROTECTION AGENCY
GENERIC JOB DESCRIPTION**

A JOB IDENTIFICATION

JOB TITLE	Specialist II
REPORTS TO	Unit Manager
DIRECTORATE	Regulatory Services
UNIT OR TEAM	Various

B. MAIN PURPOSE OF THE JOB

To provide specialist, technical and professional advice within a particular regulatory regime/s and respond to all aspects of the provisions of those regime/s either directly or through supporting other Regulatory Services staff by way of quality monitoring and technical guidance.

As an experienced regulatory officer, to undertake all aspects of regulation of activities liable to impact on the environment and in particular those activities of a more contentious or sensitive nature.

C. KEY AREAS OF RESPONSIBILITY

Key Areas of Responsibility	Time (%)
To prepare, in draft, all forms of licences/ permits etc (or proposed amendments to those already existing) including those for more contentious and sensitive sites drafting relevant conditions in association with the Reg Services Legal Team, for consideration in accordance with the Regulatory Review Team constitution. To peer review licences from other team members in their specialist regime.	20%
To inspect sites, premises, processes etc, and assess the level of compliance with statutory requirements and consent / authorisation / licence conditions in relation to the above.	20%
To initiate enforcement action where necessary and advise team members of appropriate levels of enforcement action within the delegated boundaries of the post.	10%
To investigate complaints or reports of pollution incidents, taking appropriate action and preparing relevant reports; actioning these complaints and dealing with the public.	10%
To deal with enquiries from operators/dischargers, the public, other agencies etc, in relation to pollution prevention and control activities (including statutory requirements) or other general matters related to SEPA.	10%
Participation in national and/or regional working groups to assist in identifying and implementing changes in work procedures as required, including representing SEPA on external organisations.	5%
To contribute to and develop SEPA policy and procedures for administering the relevant environmental legislation.	10%

<ul style="list-style-type: none"> • To provide specialist advice and guidance to SEPA staff and industry and others on the application, administration and enforcement of environmental legislation as required. This includes the provision of training to operations staff and giving presentations to external stakeholders 	15%
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N.b. the above time percentages are not fixed and may vary considerably according to the job and workloads at the time

D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

Internal: Regulatory Review Team, Regulatory services staff, Departmental managers, Policy advisors, Scientific advisors and Environmental partnership staff.

External: Managers of industrial sites and commercial companies and other regulated parties. Managers and officers from local authorities, government and other partner agencies. Members of the public.

E. DIRECT REPORTS

No people management responsibilities, but may be called upon to advise, mentor, coach or instruct others on aspects of their duties.