Grade : 5	Profile reference:TSS05
Doc Version: V1	Date latest version: 22/05/2017

Job Family Role Profile: Technical & Scientific Services, Grade 5

- *This is a generic role profile. It aims to outline the requirements of roles broadly within the job family and grade detailed above rather than provide the requirements of a specific job*
- *This profile should be used as a template to help 'frame' the right size and shape of work undertaken locally*
- *For further guidance on how to use job family role profiles effectively, please see the Easinet*

Job Family Description

These roles carry out technical and scientific services, usually acting as service providers in areas of specialist expertise, to support the Environment Agency in the delivery of its primary business activities.

Typically, these roles provide scientific advice, data or analyses to ensure our decisions are based on sound evidence and are rooted in good practice.

The key factor distinguishing roles in this job family from other technical roles in the organisation is that they usually provide technical and scientific know how to a range of customers and areas, both internally and externally.

Purpose Statement

The contribution and key purpose of roles in this job family at this grade. It indicates the typical degree of independence these roles hold. Note: names of roles are intended to illustrate the type of roles at this grade and are not related to job title.

Acts as specialist or team leader. Role accountabilities can be interchangeable depending on the team and work being delivered but the overarching theme of all roles is leading technical or scientific knowledge within the organisation to ensure our operations are based on sound evidence and information.

Specialist roles contribute to delivery by acting as the technical advisor within specific area of expertise. Team leader roles focus on the management of the team's delivery.

Roles may be field based or office based.

Some roles in this job family, at this grade, participate in incident response as part of their accountability.

Works within a broad frameworks and outputs are subject to review.

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Representative Accountabilities

The key areas of work and responsibilities for these roles. Points identify typical areas of outputs and suggest anticipated results but are not exhaustive or specific.

Specialist:

- Provide technical and scientific advice and support to internal teams and external partners in line with defined business plans and Environment Agency objectives.
- Guide and advise others on the resolution of technical issues, ensuring decisions are made on sound technical grounds and deliver required outcomes. In some cases this may require the provision of specialist services in response to incidents and other high priority activities.

Team leaders:

- Responsible for a team, providing leadership, directing and prioritising delivery of specific technical or scientific activities in line with defined plans. Identifies risks to the delivery of priorities, making appropriate actions to resolve issues.
- Recruit, motivate and develop team members to ensure effective delivery of technical or scientific activities. Ensures appropriate skill levels are developed and maintained and team performance is optimised in line with specified team goals.

All roles:

- Develop and maintain relationships across the organisation, and sometimes wider, in order to influence effective ways of working based on technical or scientific evidence.
- Keep up to date on changing technology and scientific developments and share knowledge with others to promote best practice within the organisation and externally.
- May participate in or lead projects to bring about change and improvement, and support the best environmental outcomes. Typically these will involve implementing technical / scientific developments for the organisation or introducing new ways of working.

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Typical skills, knowledge and experience

The knowledge, skills and experience indicated usually reflect the minimum levels required for competent performance in the role. Due to the generic nature of job family profiles, detailed requirements need to be specified in supporting documentation, such as the advert.

- Roles require proven experience, usually gained within a specific field. Depending on the role, this could be technical or scientific expertise / project management / people management.
- Requires detailed understanding of relevant business practices and procedures to enable management of, or planning for, delivery of effective technical and / or scientific services.
- Roles typically require a relevant degree or equivalent experience.
- Roles at this grade in this job family may be working towards a professional qualification or Chartered status.

Expectations for these roles

Sets relevant expectations for roles by grade, including health and safety, equality and diversity, communications required, quality assurance and level of organisational wide understanding required for role. This section is common to all job families at this grade.

- Manages health, safety & wellbeing matters by actively promoting awareness and good practice, and ensuring the provision of safe working practices in line with Environment Agency guidance. Roles at this level in this job family may be responsible for safety in a regulatory capacity.
- Promotes inclusion by respecting differences in our workforce and works to build a supportive & engaging workplace.
- Required to understand, influence and negotiate with internal and external stakeholders. Needs to understand the audience and communicate at the right level.
- Ensures work is consistently delivered to required standards and service levels while reflecting best practice ways of working.
- Understands, interprets and communicates the work and structure of the Environment Agency within the wider context based on knowledge and experience.

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Grade Distinction

Outlines the difference in expectations and/or accountabilities for roles at grade above and below this profile. This section is common to all job families at this grade.

Roles at grade 4:

- Are more closely supervised and directed.
- Require less specialised knowledge and practical experience.
- Contribute to technical and specialist documentation/verbal advice whereas roles at this grade are more likely to lead the production of documentation/verbal advice.

Roles at grade 6:

- Contribute to team business plans whereas roles at this grade are focused on the delivery of business plan.
- Tend to specify and review documentation and advice. Roles at this grade are more likely to lead production of the material
- Support management of reputational risk for the organisation. Roles at this grade are expected to identify the risks.