

JOB SPECIFICATION

GRADE:	Higher Professional & Technical Officer - Environmental Officer
DEPARTMENT:	Department of the Environment
RESPONSIBLE TO:	Principal Secretary and Senior Professional & Technical Officer

JOB PROFILE

The HPTO - Environment Officer serves as an in-house environmental professional performing the functions (below) under close direction and supervision.

The main duties and responsibilities of the post are:

- Installation, operation and maintenance of environmental monitoring/sampling equipment; assists in performing field and office surveys and studies; performs surveillance and other special projects.
- Routine repairs and calibrations of environmental monitoring/sampling equipment, in accordance with specifications and standard operating procedures; perform sampling data review for precision and accuracy.
- Responding to complaints, routine inspections/surveillance and permit review to meet compliance requirements.
- Research and compilation of basic information for use in regulation or policy development.
- Preparing for public meetings, hearings and workshops.
- Routine inspection or investigations of facilities or project sites which require specialised knowledge on industry processes, pollutant sources, or natural processes.
- Responding to routine inquiries or requests for technical assistance regarding the scientific background and technical implementation of programmes.
- Reviews plans for technical accuracy and makes recommendations to higher-level staff.
- Conducting routine sampling and test, analysis, evaluates and interprets data, writes reports and assists higher-level staff.

- Maintains and utilises computerised environmental databases in support of technical projects.
- Reviews routine permit applications for technical accuracy and makes recommendations regarding the scientific merit of the proposal.
- Provides environmental technical and administrative assistance in the planning, design, construction and/or implementation of environmental protection projects.
- Provides advice in relation to environmental matters in EU Directives or local legislation.
- Provides environmental technical and administrative assistance in the preparation of Environmental Plans.
- Carry out any other duties appropriate to the grade as required by the Principal Secretary or Senior Professional & Technical Officer.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	A Bachelor of Science degree or higher involving major study in environmental, physical, or one of the natural sciences or other related fields.	Accredited qualification in management.
Experience	Must be fully conversant with the various environmental disciplines and fields with which he/she would be expected to deal with and lead on.	Routine compliance and enforcement; assists in the development of draft legislation, policies and regulations; conducts routine scientific analysis and technical services on assigned office or field projects; provides regulatory assistance; project administration and environmental technical assistance; provides interpretation of policy and technical assistance; conducts surveys, analyses and records field conditions; gathers and analyses information to assist in development recommendations and decision-making, and/or assists in permit development.
Knowledge	Knowledge of Gibraltar environmental laws and European Commission's Environmental Directives and law.	
Key Skills	<p>Have excellent communication skills, both verbal and written.</p> <p>Computer Literacy in dealing with MS Office, in particular, the Word, Excel, Access and Power Point programmes.</p> <p>Excellent analytical skills and the ability to take sound decisions.</p> <p>Ability to approach a wide range of problems, innovate and develop creative solutions, particularly in respect of difficult and sensitive issues.</p>	

<p>Key Skills (Cont'd)</p>	<p>Ability to plan, organise and prioritise work.</p> <p>Ability to work effectively often under pressure.</p> <p>Possess team building and leadership qualities, and the ability to motivate staff.</p> <p>Willingness to take on responsibility.</p> <p>Ability to use resources to achieve the necessary objectives and value for money.</p> <p>Understanding of and the ability to apply environmental regulations and related laws.</p> <p>Ability to prepare maps, plans, charts and graphs in connection with the various specialist areas of work undertaken by the Department.</p>	
<p>Other requirements</p>	<p>Available to work regularly, as required, after normal working hours.</p>	