

JOB SPECIFICATION

GRADE:	Professional & Technology Officer (PTO)
DEPARTMENT:	Department of the Environment
RESPONSIBLE TO:	Principal Secretary, Senior Professional & Technology Officer and Higher Professional and Technology Officers.

JOB PROFILE

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

The main duties and functions of the post are:

- Assisting in installation, operation and maintenance of environmental monitoring/sampling equipment; assisting in performing field and office surveys and studies; assisting in performing surveillance and other special projects.
- Assisting in routine repairs and calibrations of environmental monitoring/sampling equipment, in accordance with specifications and standard operating procedures; performing basic sampling data review for precision and accuracy.
- Routine inspections/surveillance and site/field visits to meet compliance requirements.
- Assisting in research and compilation of information and data for environmental compliance.
- Assist with the delivery and implementation of the Climate Change Strategy and other policy documents.
- Assist in the monitoring of progress against targets under the Climate Change Act.
- Assist in the roll out of Carbon Literacy training and other public engagement initiatives.
- Assisting in the compilation of reports, guidance documents and other technical documents.
- Assisting in roll out of environmental education programme and other awareness initiatives.
- Creation & maintenance of the Departmental Geographical Information System (GIS).
- Creation and maintenance of environmental databases.
- Assisting in the generation of Energy Performance Certificates (EPC) and related enforcement.
- Conducting routine sampling and testing, analysis, evaluation and interpretation of data, writing reports and assisting higher-level staff.
- Carrying out any other duties appropriate to the post, as directed by the Principal Secretary, Senior Professional & Technology Officer and Higher Professional & Technology Officers.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<p>A minimum of a Higher National Diploma (HND), involving study in environmental, physical, or one of the natural sciences or other related field.</p> <p>In addition to the abovementioned qualification requirements, all candidates must have at least 4 years; but preferably 5 years, recognised training (eg Indentured Apprenticeship, Technician Training) and experience which may include up to 3 years relevant full-time study.</p> <p>Candidates are expected to satisfy the abovementioned requirements, but lack of formal qualifications may not be a barrier to promotion except when there is:-</p> <ul style="list-style-type: none"> ○ A Legal requirement (or in certain circumstances a quasi-legal requirement) or; ○ An essential pre-requisite to the effective performance of the job <p>Candidates who do not meet the abovementioned requirements but have served an Indentured Apprenticeship and can satisfy the Public Service Commission that they have an aggregate of at least 7 years' experience in the relevant discipline are also eligible to apply for promotion to the PTO grade.</p>	<p>A Bachelor of Science (BSc) degree or higher, involving major study in environmental, physical, or one of the natural sciences or other related fields.</p>
Experience:	<p>Must have a good understanding of the various environmental disciplines and fields, which she/he would be expected to deal with.</p>	<p>Experience in research and data gathering techniques; principles, practices and methods of environmental science, natural resource management, pollution prevention and pollution control; presentation of ideas and information to a broad range of audiences (including environmental education).</p>
Knowledge:	<p>Knowledge in European Union and Gibraltar Environmental Law.</p>	

<p>Key Skills and Behaviours:</p>	<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 PowerPoint programmes.</p> <p>Ability to plan, organise and prioritise work.</p> <p>Ability to work effectively often under pressure.</p> <p>Ability to use sound judgement in performing assigned tasks.</p> <p>Understanding of environmental regulations and related laws.</p> <p>Willingness to take on responsibility.</p> <p>Ability to prepare maps, plans, charts and graphs as directed.</p>	<p>Possess the ability to make sound decisions and have sound judgement.</p>
<p>Other Requirements:</p>	<p>Available to work, on occasions, as required, after normal working hours.</p>	