

Technical Officer (Environment)

Reference No:	A5752		
Service:	Planning Services		
Job Family:	Planning, Property and Assessors	Grade:	FC7

Purpose

To provide technical support, undertake routine professional duties, and undertake project or developmental work which assists the Planning Services to delivery of professional, high quality, and customer focussed services. To record and maintain environmental records relating to the historic and natural environment.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Maintaining the Fife's historic and natural environment records, including all recorded archaeological sites within Fife, and sites of designated nature value.

Update partners and national bodies on new entries to environmental records as required.

Assessing and monitoring written schemes of investigation and providing specialist advice on compliance with relevant environmental planning conditions.

Undertaking site inspections in accordance with Service protocols.

Assist in tasks to discharge the environmental protection functions of the Service, including supporting cover for tree protection enquiries and recording data.

Provide information to the public and respond to enquiries. Delivering high quality customer-focussed services though advice and actions.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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Educated to SCQF Level 7, which includes HNC or Advanced Highers or equivalent in a historic or built environment subject, or equivalent transferrable skills and experience.

Membership of a related professional body e.g. Chartered Institute for Archaeologists, Chartered Institute of Ecology & Environmental Management.

Experience of relevant environmental practices and surveying methodologies, and the ability to interpret the results to inform policy development and planning advice/

Ability to read and interpret maps and aerial photographs.

Ability to use of geographic and spatial data information systems, and various forms databases

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	and record management systems. Computer skills using standard and bespoke packages/		
Assisting the Lead Officer and other environmental specialists in discharging the responsibilities of their posts.	Experience of working on own initiative and thinking creatively and independently within the parameters of relevant legislation. Experience of working effectively with colleagues at all levels/	✓	
Liaising with Elected Members, external organisations, and members of the public. Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.	Confident in dealings with others, including members of the public and politicians.		✓
Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team. Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:
• Skills Framework (if applicable) • How we work matters

Expected Behaviours
Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.