

Person Specification & Further Information for Job Applicants

Please also refer to the information available for applicants on this [website](#) and information in the job advert. Note that this information is provided for guidance only and does not form part of the conditions of employment. Further information about the Scottish Government, including who we are and what we do, can be found at www.scotland.gov.uk

Job Title:	Hydrodynamic Model Project Developer and Manager
Business Area:	Marine Scotland Science
Location:	Marine Laboratory, Aberdeen
Salary:	B2 £27,755 - £31,340

Brief Outline

- This is a 3 year Fixed Term and pensionable appointment.
- Applications from people wishing to work an alternative working pattern will be considered.
- Applicants claiming a guaranteed interview who meet the essential criteria will be invited to the Assessment Centre.

This vacancy contributes towards the Scottish Government National Outcome ‘We are better educated, more skilled and more successful, renowned for our research and innovation’. **For information on Scottish Government National Outcomes visit this [website](#).**

Background

This 3 year Fixed Term Appointment post is part of the Oceanography Group at Marine Scotland Science (MSS) in Aberdeen, although the post holder will be expected to work in close collaboration with the Scottish Environment Protection Agency (SEPA) and the Scottish Association for Marine Science (SAMS).

The Oceanography Group provides oceanographic science support, including hydrodynamic modelling, to the Environment Monitoring and Assessment (EMA) Programme. The group leads on the physical oceanographic aspects of EMA's integrated monitoring and provides oceanographic input to cross-cutting projects within MSS, as well as preparedness in the eventuality of oil spills and marine pollution incidents by developing and maintaining modelling tools and observational capability.

The Job

Marine Scotland Science has taken delivery of a state-of-the-art hydrodynamic model (the “Scottish Shelf Model, SSM”), following the completion of an external contract. The SSM has opened a wide range of opportunities for critical research and monitoring in support of important socio-economic sectors. To take full advantage of the considerable public investment in this tool, an implementation plan has been devised to maintain and further develop the model, both technically and strategically, by implementing a sustainable funding and development model with wide participation of the Scottish science, stakeholder and business communities. This 3 year Fixed Term Appointment will play a significant role in this development plan.

Specific Duties

The role of this post is to administer and support the maintenance and development of the Scottish Shelf Model (SSM), under the guidance of a SSM Steering Group, working towards the establishment of a permanent Scottish hydrodynamic modelling service framework by

- Establishing the relevant framework for short- to long-term model development and maintenance.
- Providing Project- and (where relevant) Response-Mode modelling support for SSM Steering Group partners.
- Building specific pilot modelling products in consultation with relevant stakeholders.
- Contributing towards the development of a suitable vision and business strategy for a self-sustaining hydrodynamic modelling service framework.

Competencies and Experience Required

The following competencies are key to performing the job successfully:

Analysis and Use of Evidence:

Experience of project management. You must be able to design and manage to a successful conclusion a defined body of work.

Self-Awareness:

You must have a detailed understanding of the statutory, commercial and scientific significance of your work and be able to source supplementary information/detail. You will demonstrate knowledge of scientific, technical and mathematical concepts, practices and procedures relevant to hydrodynamic modelling, actively maintaining and developing these skills and assisting others with their development

Communications & Engagement:

You must be able to engage with the wider scientific community through networks, conference presentation and peer-reviewed publication. You must also be able to communicate effectively outside your specialist environment, e.g. with stakeholders and the general public.

People Management:

You must be capable of working within and across teams, taking responsibility for discrete areas of work and projects.

Improving Performance:

You must be able to review and develop new and existing methodologies, identifying links with broader developments and innovations.

Financial Management:

You are aware of potential sources of and actively seek external funding for appropriate projects.

Essential Criteria

It is essential that the successful candidate is able to demonstrate the following:

- Experience in numerical modelling (preferably hydrodynamic modelling) or physical oceanography.
- Knowledge of a high-level programming language (e.g. Basic, C, Fortran, Matlab).
- Good communication skills to ensure that you can work effectively within the team and with stakeholders.
- Ability to manage to a successful conclusion a defined project or body of work.

Desirable Criteria

It is desirable (but not essential) that the successful candidate is able to demonstrate the following:

- A relevant postgraduate qualification in a mathematical, physical or any other relevant discipline with clear evidence of a strong numeric ability.
- Experience in the implementation or development of hydrodynamic models (preferably FVCOM or other unstructured grid models).
- Experience in IT systems administration.
- Formal project management experience.
- Experience in dealing with stakeholders across a range of disciplines.

Qualifications

You must hold a university degree in a mathematical, physical or any other relevant discipline with clear evidence of a strong numeric ability. Other qualifications equivalent to these may also be acceptable, if you are in any doubt please contact to discuss.

Please note: If you fail to demonstrate how you meet the minimum qualifications as stated above, your application will be automatically sifted out.

Nationality

You can apply for any job in the Scottish Government as long as you are a UK national or have dual nationality with one part being British. In addition, Scottish Government posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the [Civil Service Website](#)

Political Activity

All appointees to the Civil Service must be able to fully comply with the requirements of the [Civil Service Code](#) and are expected to carry out their role with dedication and a commitment to the Civil Service and its core values: which are Honesty, Integrity, Objectivity and Impartiality. As part of this, some restrictions are placed on political activity. You will see that there is a question regarding such activity on the application form. A positive response to this question should not affect the consideration of your application, but is likely to mean that you will be asked additional questions at interview. What you then say at interview will clarify if you meet the requirements of the Civil Service Code.

The Civil Service Code states that:

You must

- Serve the government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are
- Act in a way which deserves and retains the confidence of ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future government
- Comply with any restrictions that have been laid down on your political activities

You must not

- Act in a way that is determined by party political considerations, or use official resources for party political purposes
- Allow your personal political views to determine any advice you give or your actions.

Pre-employment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Governments pre-employment process carry out the following enquiries into your identity, employment/academic history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters, to ensure that you are qualified for the appointment.

This means that as a minimum you will be required to provide:

- Photographic ID, preferably a **Passport** or **Photo Driving Licence**.
Please note that student cards and library cards are not acceptable.
 - If you do not have appropriate photo ID, you should provide a passport sized photograph of yourself endorsed on the back with the signature of a person of some standing in your community (e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant etc). This should be accompanied by a signed statement, completed by the same person, stating their name in full, the period of time that you have been known to them (minimum 3 years) and their contact details. The signatory will be contacted to confirm that he or she did, in fact, complete the statement.
- Your **original** birth or adoption certificate (long version only).
Please note that your original birth certificate must be dated within six weeks of your birth.

Person Specification & Further Information for Job Applicants

- A bill or financial statement for your current address dated within the last 6 months. *Please note that mobile phone bills are not acceptable.*
- Criminal Record (Where a specific clearance level is required, this will be made clear in the advert)
 - If you have lived in the UK for the last 6 months or more, then you must provide us with a Basic Disclosure Certificate which is provided by Disclosure Scotland.
 - If you live overseas or you have spent six continuous months or more outside the UK, you must provide evidence of a criminal record check from the relevant country or countries. The checks need to cover the five years prior to your application and we will need the originals of any documentation sent to us. Where these are not in English, they must be translated into English by an accepted translation body.
 - Further information regarding Disclosure Scotland and Overseas Criminal Records Checks can be found below.

Basic Disclosure Certificate

If you have lived in the UK for the last 6 months or more, then you must provide us with a Basic Disclosure Certificate which is provided by Disclosure Scotland (disclosing criminal history information. Please note that there is a cost for the certificate. Current charges and further information on Disclosure certificates can be found at Disclosure Scotland's [website](#). You can apply for your Basic Disclosure Scotland certificate quicker by applying online at www.disclosurescotland.co.uk provided you have lived at your current address for the last 12 months. **Please note that in order for the Scottish Government to accept a Disclosure Certificate it must be dated within the last 12 months.**

Obtaining an Overseas Criminal Records Check

If you live overseas or you have spent six continuous months or more outside the UK, you must provide evidence of a criminal record check from the relevant country or countries. The checks need to cover the five years prior to your application and we will need the originals of any documentation sent to us. Where these are not in English, they must be translated into English by an accepted translation body. Please use the following links for further information. If the country in which you were based is not listed within the following pages, please contact that country's embassy, High Commission or Consulate in the UK for advice. Contact details can be found at <http://www.fco.gov.uk>.

- [Countries beginning A-E](#)
- [Countries beginning F-J](#)
- [Countries beginning K-O](#)
- [Countries beginning P-T](#)
- [Countries beginning U-Z](#)

Employment/Academic History Verification

As part of the pre-employment clearance we will need to confirm your employment/academic history covering a minimum of the last three years. **Please note that we will not request references on your behalf.** Should you be offered the post, it will be your responsibility to ensure that your current or previous employers or academic institutions provide us with verification that you worked or studied with the company or institution. You will be issued with a "Movements and Employment/Academic History Verification Form" which will allow you to state your employers or education establishments attended over the last three years. **Please note that once you have returned the form to us, it is your responsibility to request that your employer or academic institution provides us with verification that you worked or studied with the company or institution during the dates you specify on the form.**

Occupational Health Assessment

As part of our pre-employment enquiries you will be asked to complete an online occupational health assessment, and if necessary, to attend a medical examination.

Completion of Pre-employment Enquiries

When the pre-employment enquiries are satisfactorily completed to our standard, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible. If you have any question about our pre-employment checks please do not hesitate to get in touch.

Selection

We use a competency based approach to recruitment. This means that at all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job. This approach starts from the application stage so it is important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully before you complete the application.

We will invite for further assessment those candidates who from their application seem best suited to the appointment. You will be given further details about the selection process with your letter of invitation. The data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act.

Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

Diversity Monitoring Form

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our [website](#).

Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission [website](#).

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

Starting Salary

New entrants will normally start on the minimum of the pay range.

Person Specification & Further Information for Job Applicants

Working Pattern

The standard working week is a 5 day week of 37 hours, net of lunch breaks. You may have the scope to participate in the Scottish Government's flexible working scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the Scottish Government has extended to all staff the right to request a flexible working pattern. All requests will be seriously considered.

Annual Leave (pro rata for part-time)

You will have an annual leave allowance of 5 weeks, rising to 6 weeks after 5 years. In addition, the Scottish Government observes 11½ days public and privilege holidays, dates of which are set annually.

Probation

You will be required to serve a probationary period of 9 months and confirmation of your appointment is dependent on the satisfactory completion of this probation period in terms of performance, conduct and attendance.

Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the Scottish Government expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

Retirement

The Scottish Government has a "no retirement age" policy for staff in Bands A-C. This means that you are free to continue in employment for as long as you wish. Continued employment will remain subject to the normal rules concerning performance, conduct and attendance.

Outside Activities

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position. Subject to these conditions, and in some circumstances prior permission being sought, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed. Also for health and safety purposes you should notify HR if you have more than one job. You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

The Civil Service Commission

The Department's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition. Details of how this principle should be applied can be found at the Civil Service Commission [website](#). If you feel that your application has not been treated in accordance with the Commission's guidance and you wish to make a complaint, you should write to Head

Person Specification & Further Information for Job Applicants



of Resourcing, F Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD in the first instance. If you are not satisfied with the response you receive, you can contact the Office of the Civil Service Commission.

Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. These values are set out in the [Civil Service Code](#).

- 'integrity' is putting the obligations of public service above your own personal interests;
- 'honesty' is being truthful and open;
- 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence; and
- 'Impartiality' is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.