



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION OF POST:	Student Assistant Coastal Data Scientist. Undergraduate work placement (12 months)
POST NO.:	N/A
DEPARTMENT:	Environment & Housing
LOCATION:	The Alps Office, Wenvoe
POST GRADE/SALARY:	£NJC Single Status Spinal Point 2 – £18,198 (* as at April 2020) * this may change based on any agreement in 2021
RESPONSIBLE TO:	Programme Manager
RESPONSIBLE FOR:	None
SECTION:	Engineering
MAIN PURPOSE OF POST:	To assist with and learn about all tasks related to the work of the Coastal Scientist, including planning, performing, processing, quality assurance and reporting of coastal surveys to support the Welsh strategic monitoring programme.

MAIN DUTIES AND RESPONSIBILITIES:

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

1. Assist with the collection of coastal monitoring data, including topographic surveying, quality assurance and initial analysis of coastal process data within a GIS. Carrying survey equipment across large intertidal areas sometimes rocky underfoot.
2. Maintain coastal monitoring datasets; including the review of historical data and analysis
3. Monitor and review external contractor's work to ensure it meets the specified requirements and standards in accordance with the WCMC specifications and monitoring brief
4. Provide assistance to other Risk Management Authorities for coastal surveys and quality assurance of data processing
5. Provide advice or information relating to the coastal monitoring programme to outside organisations, partners or individuals
6. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
7. To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties.
8. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
9. To implement the principles of the Council's Environment Policy while carrying out the above duties
10. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
11. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.