



## Job Description

Job title:	Higher Radiation Protection Scientist
Group:	Science
Division/Directorate:	Radiation, Chemical & Environmental Hazards
Pay grade/band:	HEO
Location:	Chilton/Chilton hybrid
Hours per week:	37.5
Job type: (i.e. Fixed Term/Permanent)	Permanent
Security level:	N/A
Is there an on-call requirement for this role?	No

### INTRODUCTION

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work.

Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

### JOB SUMMARY

Radon is the single largest source of radiation exposure to the UK population in both homes and workplaces. The Radon Group provides radon measurement services and advice to the public and employers, conducts research and analysis programmes, publishes reports and papers, and



supports local and national government and other public organisations. The post holder will provide scientific input to a small team working within the Radon Group.

- Improving and providing advice about radon health risks and control to a range of stakeholders, including householders and employers
- Contributing to the design of and manage specific projects to review and analyse information collected on the National Radon Database, for example, to improve advice to employers on the most effective ways of complying with regulations
- Developing clear and improved resources that can be translated and developed into radon information on [www.ukradon.org](http://www.ukradon.org)
- Assessing the impact of standards and regulations on radon in the UK
- Writing reports and articles on radon as lead or co-author

## **MAIN DUTIES AND RESPONSIBILITIES**

A major part of the job is to support the radon measurement service for workplaces and householders. This means developing a good understanding of different radon exposure situations and how they can best be managed, including reducing the radon levels (mitigation) and complying with the relevant legislation. The tasks will include both database and statistical analysis (and producing publications based on the conclusions) and frequent communications with a range of stakeholders (householders, employers, health and safety professionals); resolving their queries and supporting their decision-making process on radon measurement and control.

The post holder will carry out a range of duties as part of this work, including:

- Providing advice about radon health risks and controls to a range of stakeholders in response to telephone and email queries
- Developing and producing supporting information for stakeholders, and to raise awareness of radon
- Gathering and adding information for the national radon database (NRD)
- Reviewing and analysing NRD information to help increase radon measurement uptake, effectiveness and control
- Contributing to the design and management of specific projects, such as assessing the distribution of radon levels in large workplace buildings and how this might impact on UKHSA advice for employers
- Contributing to UKHSA publications such as reports and journal articles
- Attending and organising events associated with radon programmes within the UK
- Having a role within the UKHSA radiation emergency plan

## **PROFESSIONAL DEVELOPMENT**



- Identify, discuss and action own professional performance and training / development needs with your line manager through appraisal / individual development plan. Attending internal / external training events
- To participate in all mandatory training as required, i.e. fire safety, information governance and all other mandatory training.

**KEY WORKING RELATIONSHIPS**

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This will include:

**Internal**

- Scientific and administrative staff in the Radon Group, Group Leader
- Head of Department

**External**

- Members of the public
- Employers and industry
- Local Authorities (e.g. Environmental Health Officers)
- Landlords and property management specialists
- Professionals involved in property transactions
- Government agencies and departments
- Remediation contractors

**Person specification**

Assessment will take place with reference to the following information				
A - Application	I - Interview	C – Proof of qualification / membership of professional body	T - Test	
Description		Essential	Desirable	Assessment
Qualifications				
Science degree, or equivalent qualifications or experience		✓		A/I/C



Post-graduate degree in radiation protection or equivalent experience		✓	A/I/C
<b>Knowledge and experience</b>			
Experience of scientific project work	✓		A/I
Experience in explaining technical or scientific information to a range of audiences – from professionals to members of the public both orally and in writing		✓	A/I
Knowledge and experience of statistical analysis of scientific/technical data using commercial packages, e.g. MiniTab, Excel		✓	A/I
Broad knowledge of and interest in radiation/environmental science	✓		
Understanding of radon and radiation protection		✓	A/I
Good working knowledge of MS Office: Word, Excel, Access, PowerPoint	✓		A/I
<b>Skills and capabilities</b>			
Clear written communication style with ability to adapt to different audiences and outputs (reports, information sheets, journal articles)	✓		A/I
Self-motivated and ability to work on own initiative, prioritising workload	✓		A/I
Good judgement and problem-solving skills, maintaining high standards	✓		A/I
Able to work irregular hours and away from home when required		✓	A/I
Flexible attitude to working as team member or alone, and across teams in the Radon Group	✓		A/I
Good interpersonal skills	✓		A/I
<b>Equality and diversity</b>			
An understanding of and commitment to equality of opportunity and good working relationships.	✓		I
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form      I = Interview      C = Certificate      T = Test</b>			



As a civil servant your performance and appraisal will be assessed against the civil service core competencies below:

<b>Strategic cluster – setting direction:</b>	<b>People cluster – engaging people:</b>	<b>Performance cluster – delivering results:</b>
1. Changing and improving 2. Making effective decisions	1. Leading and communicating 2. Collaborating and partnering	1. Delivering at pace

### **ADDITIONAL INFORMATION**

In addition to the job specific requirements above this role will require adherence to the following:

#### **Performance Development and Appraisal**

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development)

#### **Code of conduct and revalidation process for professionally qualified employee groups**

All employees are required to work in accordance with their professional group’s code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

#### **Information governance**

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals.

Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) protecting the confidentiality of UKHSA data and information by:
  - complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)
  - complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data
  - complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:



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- only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else
  - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information
  - not processing UKHSA personal data outside UKHSA office sites without approval
- 2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
    - only altering UKHSA data and information if you have approval to do so as part of your role
  - 3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
    - complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment
  - 4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
  - 5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorised access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment
  - 6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches. Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

### **Conflict of interests**

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any



circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role. In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and if there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

### **Diversity**

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

### **Emergency Response**

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure



the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

#### **Risk management**

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

#### **Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)**

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.