



JOB DESCRIPTION FORM

POSITION (PID) #		690001			
IDENTIFYING INFORMATION				POST CERTIFICATION	
Post Title		Director			
Present Grade		PS 43		Prepared By	
Department/Section		Conservation Services/Management		Post holder Agreed	
Ministry		Environment and Sports		Dept. Head Agreed	
POST STATUS				POST TRANSFER (if applicable)	
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date		9 Dec 2008		Previous Ministry	Environment
Cabinet Conclusion Ref				Previous Number	
Last Review Date		01 Apr. 2006			
Panel Decision	Grade	Date	Signature	Previous Grade	
	PS43	27 Oct. 10	<i>M. Jolly</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES	%
1. Management and administration of the operations of the Department of Conservation	45%
2. Financial and human resource management	30%
3. Advisory, liaison and public relations duties	20%
4. Associated duties	05%
TOTAL = 100%	

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>The Post holder is accountable for the provision of conservation research, education and information management, to promote evidence-based environmental decision-making, and manages the active engagement and conservation services, that are aligned with the Ministry's objectives and goals. The Director also provides professional advice to the Minister and the Permanent Secretary on issues related to conservation services and is accountable for the management and administration of the Department, including the organisational, budgetary, accounting, resource planning, staff development and human resources functions in accordance with the Conditions of Employment and Code of Conduct and Financial Instructions. The Post holder undertakes all duties in accordance with the relevant policies, procedures and legislations and associated duties as requested by the Minister and Permanent Secretary of the Ministry.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>As manager and leader of the Department of Conservation Services, the Director must make decisions at a professional level in respect to conservation services and issues, which will have a major impact on Government's conservation policies and programmes. The Director also has significant decision-making input in respect to the development of the Government's environmental management strategies, particularly with relation to the promotion of agriculture and the conservation of natural resources, and determines the Department's position with regard to requests for advice on the environmental impact of major development projects. Consequently, the Director must have an understanding of the various Acts, subject areas, systems and local and global conservation issues. The Director is the accounting officer and has full autonomy for decisions on budgetary, organisational and staffing decisions and planning matters. This post holder also has the responsibility for making decisions on disciplinary measures relating to staff within the Department.</p>
<p>2.3 To which position does this post report directly? The Permanent Secretary, Ministry of Environment and Sports.</p>

3. ESSENTIAL KNOWLEDGE & SKILLS

List the key knowledge and skills required to fulfill the *minimum requirements* of the post under the following categories.

3.1 General Knowledge / People Skills (Soft Skills).

The post holder must possess good organisational, inter-personal, communications, conflict management and resolution, problem solving and decision making and mediation skills. In addition, management, leadership, motivational, team building and change management skills are required.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The post holder must be knowledgeable in Island's biogeography and ecosystem functions and possess in-depth knowledge of the most pressing local and global conservation issues. The post holder must be familiar with the relevant local and international environmental legislation and conventions and principles of natural resource management. Public speaking, popular and technical writing skills to effectively communicate with scientific peers, employees and unions and the general public as well as business planning and financial management skills are required.

4. MINIMUM EXPERIENCE REQUIRED

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required Minimum one (1) year Minimum two (2) years
 Minimum three (3) years Minimum five (5) years Minimum ten (10) years

4.1 Identify specific experience.

A minimum of ten (10) years' experience, with at least five years at a senior management level, is required for the post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED

- Secondary School Graduation Certificate Apprenticeship/College Certificate College Diploma
 Associates Degree Advanced or Specialist Qualification Bachelors Degree
 Masters Degree Professional Designation (Includes Chartered Status) Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:
The post holder must possess a Master's Degree or equivalent in Environmental Sciences.

5.2 List any special licenses, registrations or certifications required for this job:
N/A

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

1. Principal Curator PID#690005
2. Facilities Manager PID#690074
3. Principal Scientist - Terrestrial Conservation PID#690013
4. Principal Scientist - Marine Heritage Ocean and Human Health PID#690069
5. Principal Agricultural Officer PID#690014
6. Principal Scientist - Marine Conservation PID#690016)
7. Co-ordinator - Biodiversity Strategy Action Plan (BSAP) PID#690063
8. Administrative Officer PID#690002.

6.2 Non-Staff Budget and Revenue Streams					
6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)					
<input type="checkbox"/> None		<input type="checkbox"/> Has Direct Management Responsibility		<input checked="" type="checkbox"/> Is the Accounting Officer	
6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.					
<input type="checkbox"/> None	<input type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input checked="" type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
6.3 Infrastructure for Vital Government Services					
6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?					
<input type="checkbox"/> No		<input type="checkbox"/> Yes. Has Direct Management Responsibility		<input checked="" type="checkbox"/> Yes. Is Ultimately Responsible	
6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?					
<input type="checkbox"/> Low Impact: Mainly internal to Government		<input type="checkbox"/> Medium Impact: Mainly internal to Government		<input type="checkbox"/> High Impact: Mainly internal to Government	
<input type="checkbox"/> Low Impact: Bermuda-Wide		<input type="checkbox"/> Medium Impact: Bermuda-Wide		<input checked="" type="checkbox"/> High Impact: Bermuda-Wide	
7. Additional Information					
N/A					

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST	
(Please use the same Headings for Main Duties as Listed in Section 1.0)	
8.1	MANAGEMENT AND ADMINISTRATION OF THE OPERATIONS OF THE DEPARTMENT OF CONSERVATION SERVICES
8.1.1	Oversees the overall management and administration of operations of Conservation Services, to provide conservation research, education and information to provide evidence based environmental decisions and all engagement and conservation services that are aligned with the mandate of the Ministry.
8.1.2	Administers, implements and interprets the Coral Preserves Act 1960, Protection of Birds Act, Protected Species Act 2003, Historic Wrecks Act 2003, Importation of Fruits, Vegetables and Flowers Act 1961 and all related Regulations and Orders.
8.1.3	Manages, controls and provides leadership to the following Sections of the Department in accordance with Financial Instructions, relevant legislation, the Code of Conduct and other related civil service instructions and policies: <ul style="list-style-type: none"> • Administration Section: Responsible for providing the administrative and accounting functions, including the preparation of the annual budget and the payment of all invoices in a timely manner; • Bermuda Aquarium, Museum and Zoo (BAMZ): Responsible for the management, development and enhancement of the exhibits, services and educational programmes and for developing and maintaining good community and corporate relations, to support fund raising; • Marine and Terrestrial Conservation Section: Responsible for managing and developing programmes, research, advice and guidance associated with the preservation and conservation of terrestrial and marine environments, threatened species and habitats, and the sustainable use of resources; • Agricultural Services Section: Responsible for managing the Marketing Centre, for providing sound advice and guidance to commercial farmers and horticulturalists and monitoring agricultural production and the implementation of embargoes on agricultural produce. The Section also ensures that Government policies pertaining to agriculture, the conservation of natural resources and public awareness of such matters are successfully implemented through the effective management and co-

ordination of established departmental programmes;

- Historic Wrecks Section: Responsible for developing and managing a programme for the protection and celebration of Bermuda's maritime heritage;
- Facilities Management Section: Responsible for providing maintenance, custodial and security services to ensure that the facilities are well maintained, clean and safe for the use of the staff, visitors and members of the public; and
- Biodiversity Strategy and Action Planning Section: Responsible for promoting and communicating a co-ordinated conservation action plan, to ensure efficient conservation.

- 8.1.4 Establishes, in consultation with the Permanent Secretary and senior officers of the Department, a business plan, which sets out the goals and objectives and strategic direction of the Department. Evaluates the progress and implementation of the plan, reviews performance and directs corrective measures in accordance with existing policies and procedures.
- 8.1.5 Ensures that all officers are conversant with the ministerial and departmental policies and relevant legislation, for which they are responsible, and seeks their input concerning changes to the same. Advises the Permanent Secretary on amendments to the policies and legislation in response to changes in the internal and external environment of Department.
- 8.1.6 Ensures that all the officially approved systems of documentation, i.e. records and statistics, are properly maintained. Develops and implements the strategic design and a comprehensive, up-to-date and accessible database on all relevant matters concerning the quality, state and use of the island's terrestrial and marine environments.
- 8.1.7 Arranges and chairs the regular staff meetings and meetings of the heads of the Sections and ensures that colleagues contribute to the departmental decision making process, and that the heads are provided with the necessary resources, support and direction, to effectively manage their respective division and discharge their responsibilities.
- 8.1.8 Maintains suitable facilities and a safe working environment for the staff, to facilitate the best possible results and to enhance morale and development. Provides the Sections with all appropriate equipment, technology, etc., to enable them to operate at the highest possible standards.
- 8.1.9 Monitors and reports on the overall achievements of the Department against departmental objectives, reviews the results and determines the action to be taken, to attain the goals pursuant to Government's overall objectives and policies, the Throne Speech and/or the commitments made in the Minister's annual budget submission to the Legislature. Reports achievements to the Permanent Secretary so that she can advise the Minister, responsible for conservation services.
- 8.1.10 Briefs the Minister on operational and policy matters, to allow him to report to Cabinet, other agencies, etc., on operations of Department. This would include the preparation of Cabinet Papers, reports, budget briefs, briefing notes, etc.

8.2 FINANCIAL AND HUMAN RESOURCE MANAGEMENT

- 8.2.1 Responsible for the preparation and management of the Department's estimates of revenue and expenditure and for ensuring that the approved budget is managed in accordance with Financial Instructions and with due regard for economy. Monitors performance reports from the Government's accounting systems (JD Edwards) on a periodic basis and reports timely information to the Permanent Secretary, the Ministry of Finance and the Accountant General, including details of significant variances.
- 8.2.2 Ensures that senior officers are aware of the relevant financial policies and that they implement them consistently. Ensures that the senior officers receive performance reports and financial analyses of the performance of their budgets for decision making.
- 8.2.3 Manages the Capital Planning Process, ensuring that the development and expansion of facilities, systems, equipment, etc., are adequately planned, to allow the Department to cope with increased demands for its services.
- 8.2.4 Advises the Permanent Secretary and the Minister of changes to the fee structure of the Department and ensures the collection of all revenues and for payment to the Accountant General as required.
- 8.2.5 Oversees the Department's accounting activities, including the purchase of goods and services, timely payment of invoices, preparation of the payroll and the maintenance and control of inventories of materials and equipment, etc., in accordance with Financial Instructions.
- 8.2.6 Manages the completion the year end accounts, as required, and ensures that all accounts are up to date and available for presentation to the Office of the Auditor General. After consideration of the annual report of the Auditor General, investigates and follows-up on the areas of weakness and adverse comments.
- 8.2.7 Coordinates the human resources management activities, including interviewing and recruitment of staff, orientation, training, advice and guidance, recommendations for promotion, disciplinary measures, approval of leave, etc.
- 8.2.8 Completes and oversees the completion of the performance appraisals, forward job plans and probationary reports of the officers in a timely manner and provides feedback on their appraisals/reports so that, in cases where improvements in performance are necessary, corrective action can be taken.

- 8.2.9 Liaises with the Bermuda Industrial Union and the Bermuda Public Services Union and deals with issues.
- 8.2.10 Prepares the necessary paperwork, written and oral submissions for making representations to the Department of Human Resources, Joint Grading Panel and Public Service Commission on all staff-related matters.

8.3 ADVISORY, LIAISON AND PUBLIC RELATIONS DUTIES

- 8.3.1 Promotes education, communication and public awareness programmes on a broad range of environmental issues and for overseeing the preparation and circulation of associated publications, media presentations and information packages to partners in Government, businesses, schools and the general public.
- 8.3.2 Monitors the effectiveness of existing legislation and provides proactive advice to the Minister on new legislative initiatives, to address the environmental issues of the day.
- 8.3.3 Maintains up-to-date records and an in-depth knowledge of all international environmental conventions, and advises the Minister on the consequences and commitments of extending such conventions to Bermuda.
- 8.3.4 Provides professional advice on conservation-related policies, programmes and issues to the Minister, Permanent Secretary, other department heads and outside agencies.
- 8.3.5 Fosters and strengthens the Government's and the Ministry's relationships with non-government organizations, particularly the Bermuda Zoological Society, and represents the Ministry on ad hoc environmental working groups and committees and provides advice, accordingly.
- 8.3.6 Develops and implements, in co-operation with members of the senior management team of the Ministry, a comprehensive and integrated approach to environmental management in accordance with internationally accepted convention and practice.

8.4 ASSOCIATED DUTIES

- 8.4.1 Undertakes associated duties, as requested by the Minister and the Permanent Secretary of the Ministry.