



JOB DESCRIPTION FORM

POSITION (PID) #		690013			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Principal Scientist – Terrestrial Conservation		Print Name	Signature	Date
Present Grade	PS 30-32		Prepared By		
Department/Section	Conservation Services/Terrestrial Section		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	Conservation Officer
Date		09 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	
Last Review Date	28 th January, 1999			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	34-36	1-Oct-10	W. Jollyfe	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Conservation of threatened terrestrial habitats and species	45%
2.Management of the operations of the Terrestrial Conservation Section	20%
3.Financial and human resource management	20%
4.Public awareness programme	10%
5.Associated duties	05%
	TOTAL = 100%

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>Works under the direction of the Director of the Department of Conservation Services and in accordance with departmental policies and procedures and relevant legislation and conventions, to manage the operations of the Conservation Section, to ensure the on-going protection of Bermuda's terrestrial habitats and ecosystem and species and develop and implement the Nonsuch Island and Cahow recovery programme/plan, to protect Bermuda's National Bird. The Principal Scientist - Terrestrial Conservation develops and implements a public awareness programme, designed to promote understanding of the importance of environmental protection and conservation of the native wildlife, fauna and flora. In addition, the Postholder undertakes financial and human resource and associated duties, as requested by the Director of Conservation Services.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Principal Scientist - Terrestrial Conservation has authority to make decisions and provide recommendations at a professional level, which will have a significant impact on terrestrial habitats heritage of Bermuda, particularly in respect to management of Nonsuch Island and Cahow recovery programme. The Post has a high degree of autonomy, independently assessing and prioritising in many spheres of Bermuda's conservation efforts. The Postholder makes decisions on organisational, financial and human resource matters, in accordance with Government's Financial Instructions and Conditions of Employment and Code of Conduct.</p> <p>2.3 To which position does this post report directly? The Conservation Officer reports directly to the Director of Conservation Services.</p>

<p>3. ESSENTIAL KNOWLEDGE & SKILLS</p> <p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p> <p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Principal Scientist - Terrestrial Conservation must possess good organisational, interpersonal, communications, supervisory, leadership, networking, problem solving and decision making skills. Conflict mediation and team</p>
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building skills (especially working with volunteers, NGO's and acting as the warden of Nonsuch Island) are required.

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

The Principal Scientist - Terrestrial Conservation must have a good working knowledge of Bermuda's geology, fauna and flora, and ecosystem functioning with emphasis on the terrestrial environment and an understanding of threats to terrestrial ecosystems and knowledge of biological methods and experimental design. The Principal Scientist - Terrestrial Conservation must be familiar with the legislation, laws and acts pertaining to the environment and planning matters, under which conservation and management actions are implemented. The Postholder must be qualified in first aid and experienced in safe chainsaw use and field maintenance. A demonstrated ability to conduct safe professional fieldwork in a wide variety of difficult working conditions (at height, in trees and on cliffs), adverse weather, darkness (caves, nights) is necessary. High degree of competence in technical writing along with a proven ability to communicate scientific concepts to the lay public and press. Extensive boat handling experience is essential.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

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.

The Post requires a minimum of five (5) years' relevant experience in the field of Ornithology, Botany, Entomology or Limnology, two years of which must be in Bermuda.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)

- 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 requires a Doctorate in the Natural Sciences, with emphasis on ecology or conservation management.

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

The Post requires certification in CPR and First Aid and the possession of a valid light/intermediate truck and car licence.

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. Foreman Grade III (BIU) 690056
2. Truck Driver (BIU) 690057
3. Heavy Labourer (BIU) 690058
4. Gardener (BIU) 690059

6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

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 checked="" type="checkbox"/> Has Direct Management Responsibility	<input 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 checked="" type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)					
6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?					
<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes. Has Direct Management Responsibility	<input 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 checked="" type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide			

7. Additional Information

The Postholder must be physically capable and willing to work out of doors in rugged field conditions for extended periods of time and have a high degree of flexibility with respect to work hours.

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)
<p>8.1 CONSERVATION OF THREATENED TERRESTRIAL HABITATS AND SPECIES</p> <p>8.1.1 Develops management and action plans for the creation, restoration and management of Government and NGO's Nature Reserves for the conservation of native habitats and their endemic and native flora and fauna.</p> <p>8.1.2 Responsible for the endemic Cahow Recovery Programme, designed to ensure the recovery and protection of Bermuda's National Bird, through wardening, predator and competitor control, provision of artificial nesting sites, creation of new nesting colonies, and other management and recovery actions.</p> <p>8.1.3 Provides training to the staff, to enable them to identify, control and eradicate invasive introduced pest species which threaten native habitats and native and endemic flora and fauna.</p> <p>8.1.4 Carries out research and extension and monitors and keeps records on the status of Bermuda's native, endemic and naturalised flora and fauna or other natural phenomena and supervises the collection of scientific specimens in co-operation with the Bermuda Natural History Museum.</p> <p>8.1.5 Conducts environmental surveys for the purpose of advising Government on protective zoning or land acquisition for conservation purposes. Reviews planning applications for development on protectively zoned areas for the Department of Planning and advises, accordingly.</p> <p>8.1.6 Conducts surveys and carries out research for the purpose of developing management plans for Government or the Nature Reserves of non-Government Organisations (NGO's).</p> <p>8.1.7 Advises Government concerning CITES designation for endangered or endemic Bermuda species and on other international conservation conventions, programmes and agreements to which Bermuda is a signatory.</p>
<p>8.2 MANAGEMENT OF THE OPERATIONS OF THE TERRESTRIAL CONSERVATION SECTION</p> <p>8.2.1 Manages the operations of the Terrestrial Conservation Section of the Department of Conservation Services, to protect and conserve natural resources in accordance with the relevant legislation and international conventions</p> <p>8.2.2 Directs and manages the work schedule of the staff of the Terrestrial Conservation Section, who carry out the active management and restoration work in Government Nature Reserves and NGO Nature Reserves that are critical to the survival of endangered native and endemic flora and fauna. Leads the staff, as required, in</p>

	road-clearing and cleanup in the wake of hurricanes and other emergencies.
8.2.3	Ensures, in conjunction with the Director of Conservation Services, Director of Parks and senior officers, the conservation of environmental and endemic, native and naturalised flora and fauna in protected areas, i.e. nature reserves, parks, beaches, etc.
8.2.4	Acts as Warden for Nonsuch Island and other Government and non-Government Nature Reserves and communicates with Works and Engineering and non-Government organizations (NGO) regarding the maintenance of structures within these reserves.
8.2.5	Ensures that staff is aware of and adhere to established policies and procedures in the discharge of their duties and responsibilities. Provides orientation and training to current and new staff, to enable them to perform their duties and responsibilities effectively and efficiently.
8.2.6	Ensures that the staff comply with the health and safety policies and procedures and that they are provided with appropriate safety equipment and materials and that they wear the equipment when performing their duties. Trains the staff in the use of tools and equipment and in steps to take in case of emergency.
8.2.7	Investigates all incidents/accidents involving the staff and involving the relevant agencies, such as the Health and Safety Office, Bermuda Police Service, etc., and prepares reports for submission to the Director.
8.3	FINANCIAL AND HUMAN RESOURCE MANAGEMENT
8.3.1	Prepares the budget recommendations for the equipment, goods and supplies and services to be used by the Section, ensuring that the relevant documentation is submitted to the Administration Section. Administers the approved budget in accordance with Financial Instructions and with due regard for economy.
8.3.2	Orders and replaces equipment, supplies and materials, approves invoices for payment and maintains an inventory of all items.
8.3.3	Performs delegated human resources administrative duties in respect to staff and, in this regard, interviews, recruits, orients, trains and provides guidance and makes recommendations for promotion, disciplinary measures, etc.
8.3.4	Completes performance appraisals and probationary reports for staff in a timely manner and provides feedback to the staff on their performance, so that, in cases where improvements in performance are required, corrective actions can be taken.
8.3.5	Recommends, for the approval of the Director, vacation and special leave for the staff and ensures that there is suitable cover, so that the work of the Section is not adversely affected.
8.4	PUBLIC AWARENESS PROGRAMME
8.4.1	Develops, in conjunction with the Ministry of Education, a natural history and environmental educational curriculum relevant to Bermuda and, in conjunction with the Bermuda Natural History Museum, prepares exhibits and publications on Natural History and conservation.
8.4.2	Gives educational lectures to schools, clubs, public groups and scientific organizations and leads educational field trips and tours for school, eco-tourism and other groups.
8.4.3	Maintains professional contacts with international societies and organisations in the field of conservation, restoration ecology and natural history.
8.4.4	Prepares review articles, discussion papers and scientific reports on the foregoing subjects for scientific journals and magazines and Government and non-government organization bulletins and newsletters.
8.4.5	Provides advice and information to organizations and members of the public in connection with matters related to conservation, natural history and other related subjects.
8.5	ASSOCIATED DUTIES
8.5.1	Undertakes associated duties, as requested by the Director.