



GOVERNMENT OF BERMUDA

## JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>690016</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Principal Scientist - Marine Conservation		Print Name	Signature	Date
Present Grade	PS 28-30		Prepared By		
Department/Section	Conservation Services/Marine Conservation Section		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	Fisheries Officer (Biologist)
Date			9 Dec 2008	Previous Department	
Cabinet Conclusion Ref				Previous Ministry	
Last Review Date	17 Aug. 1992			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	34-36	01-Oct-10	Wjallyfe	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Development and implementation of habitat assessment and conservation programmes	55%
2. Conservation of threatened species	20%
3. Advisory, liaison and public awareness duties	10%
4. Management and administrative duties	10%
5. Associated duties	05%
	<b>TOTAL = 100%</b>

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Works under the guidance and supervision of the Director of the Department of Conservation Services and in accordance with relevant policies and procedures and legislation and international conventions, to develop and implement assessment programmes, to identify issues that affect or could affect the health of Bermuda's marine ecosystems and species and to conserve and protect threatened species and habitats. The Principal Scientist - Marine Conservation also performs advisory, liaison and public awareness duties, to protect and promote awareness of the importance of the marine environment. In addition, the Postholder undertakes management, financial, human resource and administrative and associated duties within the Department.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Principal Scientist - Marine Conservation makes decisions and provides professional recommendations as a professional on the options to mitigate threats to the marine environment determination of methodologies, to identify and quantify threats to the marine environment and to develop and manage collaborations and research schedules. The Postholder determines the best methods for gathering information from a broad array of peers, NGO's, Government bodies and scientific institutions and through this process prioritises research and conservation actions. The Principal Scientist - Marine Conservation makes decisions on the organisational, financial and human resource matters in accordance with the established financial and human resource policies and procedures.</p>
<p>2.3 To which position does this post report directly? The Principal Scientist - Marine Conservation reports directly to the Director of Conservation Services.</p>

<b>3. ESSENTIAL KNOWLEDGE &amp; SKILLS</b>
<b>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</b>
<p>3.1 General Knowledge / People Skills (Soft Skills).</p> <p>The Principal Scientist - Marine Conservation must possess good inter-personal, communication, supervisory, management, presentation and research skills. As well, excellent organisational and time management skills are required.</p>
<p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Principal Scientist - Marine Conservation must have up to date knowledge and training in safe diving practices, including CPR, First Aid and oxygen provider and in field biological methods and experimental design and must demonstrate competence in coastal navigation, boat handling and conducting fieldwork at sea. The Postholder must be proficient in the use of statistical analysis software, such as StatView, SYSTAT, SPSS, PRIMER, etc, the Microsoft Office Suite software and have a working knowledge of GIS programmes, such as ArcView. Knowledge of Bermuda's natural history with emphasis on marine flora and fauna and ecosystem functioning and an understanding of global threats to marine ecosystems are essential. The Postholder must have a good understanding of the Protected Species Act, and other relevant legislation and international conventions, such as CITES, CBD, CMS etc. Experience with environmental impact assessments is essential.</p>

<b>4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)</b>
<b>Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?</b>
<input type="checkbox"/> No previous experience required <input type="checkbox"/> Minimum one (1) year <input type="checkbox"/> Minimum two (2) years <input type="checkbox"/> Minimum three (3) years <input checked="" type="checkbox"/> Minimum five (5) years <input type="checkbox"/> Minimum ten (10) years
<p><b>4.1 Identify specific experience.</b></p> <p>A minimum of five (5) years' relevant experience in field biology is required for the post, including a minimum of three (3) years' relevant experience preparing lectures for kindergarten through adult level, and to professional groups.</p>

<b>5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)</b>
<input type="checkbox"/> Secondary School Graduation Certificate <input type="checkbox"/> Apprenticeship/College Certificate <input type="checkbox"/> College Diploma <input type="checkbox"/> Associates Degree <input type="checkbox"/> Advanced or Specialist Qualification <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Professional Designation (Includes Chartered Status) <input checked="" type="checkbox"/> Doctorate <input type="checkbox"/> Other
<p>5.1 Please list the title of the academic qualification / professional designation required: The Postholder must possess a Doctorate degree or equivalent in Biological Science with an emphasis on marine ecology, marine biology, fisheries or related discipline.</p>
<p>5.2 List any special licenses, registrations or certifications required for this job: The Post requires certification in Rescue SCUBA Diving or equivalent with up to date training and the possession of a local Pilots C class licence.</p>

<b>6.0 RESOURCES UNDER MANAGEMENT</b>
<b>6.1 Management and Supervision of Staff</b>
(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)
<b>Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.</b>
<ol style="list-style-type: none"> <li>1. Marine Ecology Technician (690017).</li> <li>2. Vessel Captain (690062) BIU</li> </ol>

<b>6.2 Non-Staff Budget and Revenue Streams</b> (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 checked="" type="checkbox"/> None		<input 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 checked="" type="checkbox"/> None	<input 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
<b>6.3 Infrastructure for Vital Government Services</b> (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 checked="" type="checkbox"/> No		<input 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 type="checkbox"/> Medium Impact: Bermuda-Wide		<input type="checkbox"/> High Impact: Bermuda-Wide	
<b>7. Additional Information</b>					
The Postholder must be flexible with respect to work hours and have the ability to develop and maintain a network of local and international colleagues.					

## DUTIES AND RESPONSIBILITIES OF THE POST

<b>8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST</b>	
(Please use the same Headings for Main Duties as Listed in Section 1.0)	
<b>8.1 DEVELOPMENT AND IMPLEMENTATION OF HABITAT ASSESSMENT, MANAGEMENT AND CONSERVATION PROGRAMMES</b>	
8.1.1	Develops, undertakes, directs and co-ordinates field and laboratory research relating to marine conservation issues, such as species and habitat surveys, restoration, assessment of the population status of endangered/threatened species, and the impact of threatening processes.
8.1.2	Prepares samples for analyses, enters data in database and analyses data and prepares reports and scientific papers, which provide updates on the status of the marine species or habitats being studied. Provides recommendations for management intervention by the Directors of Conservation Services or Environmental Protection, as appropriate.
8.1.3	Participates in local and international efforts to assemble and integrate information on the marine environment by providing data, research summaries and consultation.
8.1.4	Collaborates with overseas institutions and researchers, to secure additional resources to conduct research and to interact regarding issues pertaining to the management and conservation of the marine environment.
8.1.5	Collaborates with overseas organisations, researchers and resource managers, to promote international efforts to conserve threatened marine resources.
8.1.6	Drafts briefing papers on emerging marine issues, as necessary, to inform Ministers and/or support development of policy, as required.
<b>8.2 CONSERVATION OF THREATENED SPECIES</b>	

- 8.2.1 Develops species and habitat recovery plans for marine species and habitats at risk, which involves reviewing all available local and global information on species under consideration, including auditing of available resources (biological, infrastructure, local expertise, funds, etc.) in Bermuda.
- 8.2.2 Consults with experts on the taxa, identifies threats to the species, investigates options and best models for management and conservation, discusses options with key stakeholders in order to devise practical approaches, and liaises with appropriate management agencies regarding policy, legislation and enforcement. Makes oral presentations to the community, Government departments and NGO's, to secure feedback and support.
- 8.2.3 Prepares proposals for external funding, external assistance, etc. and develops the budget for implementation of specific programmes. Manages the budget in accordance with financial policies and due regard for money.
- 8.2.4 Prepares recovery plans, which include the background on the species or habitat, a review of the literature pertaining to the subject, current status of the population or habitat, identification of gaps in knowledge regarding the species or habitat, research to be conducted to provide answers to the gaps in information, threats to the species or habitats, goals of recovery plan, methodology for recovery, implementation, time frame, budget, etc., which will be reviewed by peers, local and international, and then proposed to the Director for adoption.
- 8.2.5 Drafts Cabinet Memoranda with respect to proposed recovery plans and implements recovery plans by overseeing or co-ordinating the research and active conservation of species or habitats at risk.
- 8.2.6 Develops hatchery programmes necessary for conservation and research of threatened marine species, including setting goals for production, determining methodology to be used and physical needs, costing and budgeting.

**8.3 ADVISORY, LIAISON AND PUBLIC AWARENESS DUTIES**

- 8.3.1 Writes research papers for publication in scientific journals, reports for Government and articles on Bermuda's marine environment for the public, such as Government and non-Governmental organization bulletins and newsletters.
- 8.3.2 Develops interest in Bermuda's marine environment among local students and the public through involvement with schools, societies and organizations by delivering lectures, developing exhibits, leading educational tours and field trips, participating in workshops, conferences and publications.
- 8.3.3 Creates exhibits and prepares information/fact sheets on marine conservation issues for the general public.
- 8.3.4 Provides advice/information to organisations and members of the public in matters related to marine conservation.
- 8.3.5 Liaises and provides professional advice to the Department of Planning on development applications pertaining to the marine environment, the Department of Marine and Ports regarding the placement of moorings, mooring piles and floating docks, and to the Ministry of Works and Engineering on the effects of dredging, etc.
- 8.3.6 Provides technical advice to the Marine Resources Board on issues relating to threatened or endangered species and habitats and on the likely impacts of planned development or other activities that impinge on the marine environment.
- 8.3.7 Maintains professional contacts with international societies and organisations in the fields of marine conservation, ecology and biology.
- 8.3.8 Represents the Bermuda Government on the Board of the Association of Marine Laboratories of the Caribbean to remain current on regional trends and issues, to exchange information, to promote collaboration and become involved in regional programmes, to build and maintain a network of international colleagues, etc.
- 8.3.9 Organises, plans and co-ordinates workshops, conferences and/or delivers lectures, to promote awareness of marine conservation issues.

**8.4 MANAGEMENT AND ADMINISTRATIVE DUTIES**

- 8.4.1 Co-ordinates and assists the research of visiting scientists, providing the necessary equipment and landing and collecting and export permits.
- 8.4.2 Works with other Government departments, NGO's and marine resource users, to conduct research and formulate marine resource management programmes.
- 8.4.3 Prepares, for the submission to the Director, the budget for goods, equipment and services to be used by the Marine Conservation Section, including capital equipment, and manages the approved budget in accordance with financial instructions and with regard for economy.
- 8.4.4 Ensures that staff are aware of the Department's policies and procedures and relevant legislation and that they adhere to them in the discharge of their duties and responsibilities.
- 8.4.5 Ensures that the staff are aware of the health and safety policies and that they are provided with the

appropriate health and safety equipment, clothing, etc., and that they adhere to the health and safety policies and wear protective clothing as required.

- 8.4.6 Advises and proposes to the Director required changes to marine policies and procedures and legislation, in response to changes in the environment and as a result of research, etc.
- 8.4.7 Responsible for the purchase and safe storage of all the goods and equipment used by the Section and for the maintenance of equipment. Submits invoices to the Administration Section, for payment in a timely manner.
- 8.4.8 Manages the booking of the boats belonging to the Department of Conservation Services.
- 8.4.9 Procures and manages research equipment for the Marine Section of Applied Ecology. Researches and assesses emerging technologies for environmental research to determine what is appropriate for current research programmes. Proposes research equipment and orders the equipment, if the proposal is supported.
- 8.4.10 Undertakes human resource administrative duties in respect to staff under supervision, including hiring, disciplining, providing guidance, training, preparing performance appraisals and probationary reports.

## **8.5 ASSOCIATED DUTIES**

- 8.5.1 Undertakes associated duties, as requested by the Director.