



JOB DESCRIPTION FORM

POSITION (PID) #		690017			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Marine Ecology Technician		Print Name	Signature	Date
Present Grade	PS 24-26		Prepared By		
Department/Section	Conservation Services/Marine Conservation 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	Fisheries Officer (Gear Technologist)
Date			9 Dec 2008	Previous Department	
Cabinet Conclusion Ref				Previous Ministry	
Last Review Date	01 Apr. 1985			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	24-26	1-OCT-10	<i>[Signature]</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Provision of research and extension services	55%
2.Maintenance of protected dive site moorings	20%
3.Operation and maintenance of vessels	10%
4.Restoration of threatened habitats	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 guidance and supervision of the Principal Scientist-Marine Conservation and in accordance with relevant policies, and procedures and legislation and international conventions, to undertake research and laboratory work, including the collection and analysis of scientific data, and to undertake pilot programmes, to support the (Marine Conservation Officer) in respect to population assessment and conservation of threatened species programmes. The Marine Ecology Technician maintains the protected dives site moorings and operates and maintains the vessels belonging to the Section and undertakes associated duties within the Section.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Marine Ecologist Technician makes decisions and provides recommendations at a technical level within the guidelines established by the Marine Conservation Officer, which would have some impact on the work of the Section.</p> <p>2.3 To which position does this post report directly? The Principal Scientist - Marine Conservation.</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 Marine Ecology Technician must possess good inter-personal, communication, organisational, research, time management, problem solving and decision making skills.</p> <p>3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.</p> <p>The Marine Ecology Technician must have up to date knowledge and training in safe diving practice, including CPR,</p>

First Aid and oxygen provider, boat operation and maintenance, navigation and environmental monitoring. The Postholder must have a good knowledge of Bermuda's fauna and flora and an understanding of GIS programmes, such as ArcView, statistical analysis software, i.e. SYSTAT, SPSS, PRIMER, etc., and the Microsoft Office Suite software.

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.

A minimum of two (2) years' relevant experience in boat handling, field work, SCUBA diving, data analyses and report writing.

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: A Bachelor's Degree in Biological Science, with emphasis on marine ecology, marine biology, fisheries, or in a related discipline is required for the post

5.2 List any special licenses, registrations or certifications required for this job: The Post requires certification in Rescue SCUBA Diver or equivalent, CPR, First Aid and oxygen provider and the possession of a Bermuda "C" Class Pilot's 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. N/A

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)

- None
 Has Direct Management Responsibility
 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.

- None
 Less than \$500k
 \$500k to \$2m
 \$2m to \$10m
 \$10m to \$40m
 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 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

7. Additional Information

The Postholder must be able to able to work on weekends and extended days, as required.

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 PROVISION OF RESEARCH AND EXTENSION SERVICES	
8.1.1	Undertakes, as assigned, field and laboratory research relating to marine conservation issues, including species and habitat surveys, restoration, assessment of the population status of endangered/threatened species, and the impact of threatening processes, etc. by collecting and recording data, operating boats, etc
8.1.2	Prepares samples for analyses, enters and analyses data and prepares reports and scientific papers, as required.
8.1.3	Orders and maintains research equipment, such as laboratory supplies, chemicals, environmental monitoring equipment, etc.
8.1.4	Designs and constructs, as directed, equipment required by the staff of the Department of Conservation Services and visiting scientists for research and educational programmes.
8.1.5	Prepares exhibits and leads educational tours, field trips and workshops organised by the Department of Conservation Services.
8.1.6	Provides support for educational programmes organised by the Department of Conservation Services by constructing displays, equipment/gear, operating boats, etc.
8.1.7	Provides assistance, as directed, to the staff of the Department of Conservation Services and visiting scientists with their research.
8.2 MAINTENANCE OF PROTECTED DIVE SITE MOORINGS	
8.2.1	Maintains the protected dive site moorings, which includes the preparation and deployment of new moorings and monitoring and repairing existing moorings.
8.2.2	Orders materials needed for the protected dive site moorings.
8.2.3	Liases with commercial dive operators and public, to co-ordinate the replacement of protected dive site moorings.
8.3 OPERATION AND MAINTENANCE OF VESSELS	
8.3.1	Operates the vessels of the Department of Conservation Services as required.
8.3.2	Responsible for maintenance of the Department of Conservation Services' vessels and associated safety gear.
8.3.3	Instructs staff in the safe operation of vessels and their systems.
8.4 RESTORATION OF THREATENED HABITATS	
8.4.1	Restores, as requested, threatened habitats by identifying appropriate methodologies, developing and implementing plans, collecting, recording and analysing data, to assess the success of the restoration project, and providing written reports for the Principal Scientist - Marine Conservation.

8.5 ASSOCIATED DUTIES

8.5.1 Undertakes associated duties, as requested by the Principal Scientist - Marine Conservation.