



GOVERNMENT OF BERMUDA

JOB DESCRIPTION FORM

POSITION (PID) #		690063			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Co-ordinator-Biodiversity Strategy Action Plan (BSAP)		Print Name	Signature	Date
Present Grade	PS 23-25		Prepared By		
Department/Section	Conservation Services/Biodiversity Strategy Action Planning		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date		9 Dec 2008		Previous Department	
Cabinet Conclusion Ref				Previous Ministry	
Last Review Date	01 Jan. 2005			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	27-29	1-Oct-10	<i>[Signature]</i>	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Promotion, communication and outreach duties in respect to the BSAP	75%
2. Administrative duties	20%
3. Associated duties	05%
	TOTAL = 100%

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>Working under the guidance and direction of the Director of the Department of Conservation Services and in accordance with the relevant policies, procedures, the Co-ordinator (BSAP) creates and implements a website, designed to promote and communicate the co-ordinated conservation action, to achieve the goals and objectives of the Biodiversity Strategy and Action Plan of efficient biodiversity conservation. The Postholder also maintains a database of stakeholders and of their activities and prepares reports on the actions and achievements of the BSAP. As well, the Co-ordinator undertakes additional duties, as requested by the Director of the Department of Conservation Services.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The Co-ordinator has the authority to make professional decisions and provide recommendations, to ensure the achievement and promotion of the objectives of the Biodiversity Strategy and Action Plan, including decisions and recommendations on the contents of the plan and the actions to be taken to achieve the objectives.</p> <p>2.3 To which position does this post report directly? The Co-ordinator reports directly to the Director of the Department 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 Co-ordinator must possess good organisational, inter-personal, conflict resolution, problem solving, creative and mediation skills. Strong organisation and communication skills with experience in public speaking, as well as the ability to mediate with a calm and encouraging demeanor are critical to the success of this position. The Postholder must be able to effectively communicate across the broad spectrum of Bermuda society (age, background, perspectives, etc.).</p>
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3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Post requires an in depth understanding of the conservation issues confronting Bermuda and the world and of the applied conservation paradigms and a working knowledge of Bermuda's biodiversity and natural history. Report writing skills for technical and lay audiences and familiarity with desk-top publication and a high degree of computer literacy with experience in database design and Microsoft Office are required. The Postholder must be capable of leading strategic planning exercises and facilitating workshops.

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 five (5) years' relevant experience in a conservation related field and in desk top publishing is required for the post.

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 Postholder must possess a Bachelor's Degree or equivalent in Biological Conservation.

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. 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
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)
<p>8.1 PROMOTION, COMMUNICATION AND OUTREACH DUTIES IN RESPECT TO THE BSAP</p> <p>8.1.1 Creates and maintains a website and list server, so that information updates on the BSAP implementation are readily available and widely disseminated to interested parties. Identifies and registers with existing electronic media serving the region, to facilitate the exchange of pertinent information and ensures that incoming information is transferred to local stakeholder groups.</p> <p>8.1.2 Organises networks of educators, gardeners of natives and endemics, volunteers, researchers, environmental advisors and resource providers, to promote effective collaboration and focus efforts toward addressing key conservation issues identified within the BSAP.</p> <p>8.1.3 Promotes and expands on existing public awareness initiatives regarding biodiversity conservation and, in this regard, creates or promotes the production of information documents and presentations and disseminates to target groups and individuals, to promote awareness of the value of Bermuda's biodiversity and key actions necessary for conservation.</p> <p>8.1.4 Forms a network with key media representatives and engages them in improved coverage of biodiversity issues.</p> <p>8.1.5 Liaises with visiting scientists and, through lectures, publications and media releases, encourages community involvement in and appreciation of their work.</p> <p>8.1.6 Develops and advertises to the wider community a special events calendar for biodiversity conservation. As well, co-ordinates the production and delivery of lectures and workshops relating to biodiversity conservation.</p> <p>8.1.7 Develops activities to promote good stewardship of Bermuda's biodiversity and engages the local community to participate in such activities.</p> <p>8.1.8 Facilitates the review and update of the BSAP in response to changes in the environment and initiates action, as necessary.</p> <p>8.1.9 Creates and maintains a network of stakeholders in an environment that encourages the exchange of ideas and engages key stakeholders, to gather information on actions taken, and collates and reports on progress towards the specified goals of the BSAP.</p> <p>8.2 ADMINISTRATIVE DUTIES</p> <p>8.2.1 Maintains a database of stakeholders, to facilitate the registration all key stakeholders, including details of their activities and interests.</p> <p>8.2.2 Encourages the participation of stakeholders through coaching, encouraging, assisting and facilitating community group involvement, to deliver on key aspects of the Plan.</p> <p>8.2.3 Responds to requests from UK and Overseas Territories partners for information and provides reports on the state of biodiversity and biodiversity conservation action when requested.</p> <p>8.2.4 Holds workshops with all stakeholders and conducts revisions of the BSAP, to incorporate changes, which take account of updated priorities. Reviews the BSAP with relevant stakeholders and amends timelines, to</p>

reflect advances and delays in implementation.

- 8.2.5 Organises meetings of key stakeholders, to review progress in the implementation of the BSAP, plans celebrations of success and identifies areas for future collaboration. Creates and maintains a network of stakeholders in an environment that encourages the exchange of ideas.
- 8.2.6 Establishes, in consultation with all relevant stakeholders, a working calendar for prioritised conservation targets and the detailed approach needed to reach the targets.
- 8.2.7 Collates bi-monthly reports on conservation actions, noting lead organizations, completion dates, challenges encountered, methods used and achievements and makes these available via the BSAP website.
- 8.2.8 Establishes, in consultation with stakeholders, oversight and co-ordination committees for biodiversity and public awareness.
- 8.2.9 Produces and disseminates an annual report to all key stakeholders, detailing results and projections. As well, prepares reports on the achievements, etc. of the BSAP for submission to the Director so that he can brief the Permanent Secretary and the Minister.

8.3 ASSOCIATED DUTIES

- 8.3.1 Supervises the work of special interest groups, committees, enlisted volunteers, interns, consultants, and or technicians and provides advice and guidance, as necessary.
- 8.3.2 Undertakes additional duties, as requested by the Director of the Department of Conservation Services.