



JOB DESCRIPTION FORM

POSITION (PID) #		690085			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Conservation Officer		Print Name	Signature	Date
Present Grade	9-11		Prepared By		
Department/Section	Conservation Services/ Terrestrial Ecology		Post holder Agreed		
Ministry	Public Works		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	Switchboard/Receptionist
Date			01 Dec 2011	Previous Department	
Cabinet Conclusion Ref	39 (11) 7			Previous Ministry	Environment and Sports
Last Review Date	01 Oct 2010			Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	30-32	1 Jan 12	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Monitoring and Assessment of Protected Areas and Habitats	50%
2. Management of Nature Reserve and Conservation Management Plans	25
3. Enforcement of Environmental Related Legislation	15%
4. Public Awareness	5%
5. Associated Duties	5%
	TOTAL = 100%

<p>2. SUMMARY OF ACCOUNTABILITY</p> <p>2.1 What specifically is this post accountable for?</p> <p>Under the direction of the Principal Scientist –Terrestrial Conservation this post is responsible for monitoring and assessing conservation areas (protected areas and habitats), the development of Nature Reserve Plans as required by the National Parks Act 1986 and the enforcement of the environmental related legislation including the Protected Species Act 2003 and the Protection of Birds Act 1975. The post holder is also responsible for identifying issues that are affecting or may affect the health of Bermuda’s terrestrial ecosystem and assess the severity of these threats.</p> <p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The post holder makes technical decisions as it relates to providing ecological assessment, advice and enforcement of threatened conservation areas and both protected and invasive species, in accordance with established conservation policies and procedures, legislation including the Planning and Development Act 1974, the Protected Species Act 2003, the National Parks Act 1986, National Parks Regulations 1988 and the Agriculture Act 1930.</p> <p>2.3 To which position does this post report directly? Principal Scientist – Terrestrial Conservation</p>
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<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>Strong organisational, interpersonal, written and verbal communication skills. Good report writing skill. Ability to communicate technical information in a non-technical manner. Detail oriented with strong problem solving skills. Well organized and must be able to multi-task. Demonstrate initiative, lateral thinking and a positive attitude to develop customer-oriented solutions. Good supervisory, leadership, networking, and decision making skills. Conflict mediation and team building skills (especially working with volunteers, Non Government Organizations and the general public), the ability to work under pressure and meet deadlines.</p> <p>The post holder must be able to maintain composure under pressure and be able to deal with sensitive situations while undertaking investigations. A high degree of competence in technical writing along with a proven ability to</p>
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communicate scientific concepts to the lay public and press. Boat handling experience is required in addition to the ability to develop and maintain a network of local and international colleagues.

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

The post holder must have a good working knowledge of Bermuda's geology, terrestrial fauna and flora, and ecosystems; with an understanding of threats, restoration methods and landscape design. The Postholder must be familiar with the legislation, laws and acts pertaining to the environment and planning matters, under which conservation and management actions are implemented; including the Planning and Development Act 1974, the Protected Species Act 2003, the National Parks Act 1986, National Parks Regulations 1988 and the Agriculture Act 1930. The post holder must also have an interest in and capability to undertake increasingly complicated computer based software programming and tracking applications.

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. Boat handling experience is also required.

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 three (3) years relevant in ecology, woodland management, landscape architecture and/or environmental planning is required.

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 holder must possess as Master's Degree in the Natural Sciences with emphasis on ecology, landscape architecture, environmental planning or conservation management.

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

Certification in CPR and First Aid, a valid light/intermediate truck and car license, and an A&B boat pilot license.

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.

The occasional supervision of volunteers, approximately 5 times a year is required.

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 checked="" type="checkbox"/> None	<input type="checkbox"/> Has Direct Management Responsibility	<input type="checkbox"/> Is the Accounting Officer
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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
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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 checked="" type="checkbox"/> Yes. Is Ultimately Responsible
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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 post holder must be security vetted, and 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)

8.1. MONITORING AND ASSESSMENT OF PROTECTED AREAS AND HABITATS

- 8.1.1 Examines and evaluates proposed developments impacting protected areas including but not restricted to Planning applications, Environmental Impact Assessments, Conservation Management Plans, Tree Preservation Order and landscape schemes for compliance the relevant legislation, established policies, procedures, and plans.
- 8.1.2 Conducts site visits by land or sea, in order to undertake inspections, prepare reports, and photographs as required.
- 8.1.3 Liaises and negotiates with the public, the Planning Department, Non-Government Organizations, and other Government organizations to ensure compliance and to minimize impact on protected areas, sensitive habitats and protected species.
- 8.1.4 Provides assistance to the Principal Agriculture Officer and Marine Conservation Officer as necessary in order to evaluate and monitor proposed development impacting protected areas and threatened species.
- 8.1.5 Develops and monitors Tree Preservation Order Agreements.
- 8.1.6 Develops and maintains databases and GIS maps to support the assessment of conservation areas, sensitive habitats and protected species.
- 8.1.7 Makes recommendations and provides professional advice and support to the National Parks Commission, Board of Agriculture and Marine Resources Board.
- 8.1.8 Carries out environmental surveys and research for the purpose of advising Government on land zoning or land acquisition for conservation purposes, with particular support provided to the Department of Planning.
- 8.1.9 Produces reports, making recommendations, and actively carries out or advises accordingly on the mitigation, restoration or preservation efforts.

8.2 MANAGEMENT OF NATURE RESERVE AND CONSERVATION MANAGEMENT PLANS

- 8.2.1 Develops and implements nature reserve management plans, restoration schemes and all related works in order to improve and restore Government owned Nature Reserves, as required by the National Parks Act 1986.
- 8.2.2 Designs and presents conservation based landscape schemes, woodlands management plans, and interpretation plans.
- 8.2.3 Prepares field guides, policy documents, signage or display information, and educational materials for use by the Department, Government, Non-Government Organizations for protected species, habitats and Government Nature Reserves.
- 8.2.4 Assists with the collection of flora and fauna, and/or any other materials needed to eradicate, propagate, record, research or aid in the protection or restoration of a species or habitats.
- 8.2.5 Assists with the development, construction, propagation, planting and/or eradication of species in order to restore Nature Reserves and other protected areas.

8.3 ENFORCEMENT OF ENVIRONMENTAL RELATED LEGISLATION

- 8.3.1 Acts as a warden for Government and Non-Government Nature Reserves.
- 8.3.2 Investigates all incidents, develops reports, and enforces, the provisions of environmental legislation including the Tree Preservation Order, Protected Species Act 2003, National Parks Act 1986, Agriculture Act 1930, and Protection of Birds Act 1975.
- 8.3.3 Assists other Government departments in investigating and prosecuting offenses that impact protected areas and/or protected species.
- 8.3.4 Liaises with the Attorney General's Chambers on matters of legal interpretation. Prepares enforcement notices in conjunction with the Attorney General Chambers.
- 8.3.5 Provide technical assistance to the PS, Attorney General and Director as required with respect to enforcement of related Acts, as necessary.
- 8.3.6 Reviews cases involving work (alleged) to have been carried out in contravention of the relevant conservation legislation. Makes recommendations on appropriate course of action for enforcement cases.

8.4 PUBLIC AWARENESS

- 8.4.1 Assists with the development and/or provision of natural history and environmental educational curriculum as necessary.
- 8.4.2 Assists the Biodiversity Officer with the development of the Department's website, publications, reports, multimedia products, and press releases.
- 8.4.3 Assists with the provision of orientation to Department and Ministry staff on environmental policies and

management techniques.

- 8.4.4 Answers general and specific inquiries and provides professional assistance to the general public, government officers, etc. Prepares correspondence and develops public information policies and procedures as it relates to the conservation and evaluation of protected areas and habitats.

8.5 ASSOCIATED DUTIES

- 8.5.1 As directed by the Principal Scientist – Terrestrial Conservation or the Director supervises, trains, and manages the Conservation Team, and volunteers as required. This includes training other staff within the department on conservation matters.
- 8.5.2 Provides support for the Annual Exhibition as required.
- 8.5.3 Undertakes associated tasks and duties as requested by the Principal Scientist – Terrestrial Conservation or the Director.