



GOVERNMENT OF BERMUDA

JOB DESCRIPTION FORM

POSITION (PID) #		690101			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Wildlife Ecologist		Print Name	Signature	Date
Present Grade	TBD		Prepared By	[REDACTED]	
Department/Section	Conservation Services / Ecology		Post holder Agreed		
Ministry	Environment and Planning		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	13 Nov 2012			Previous Department	
Cabinet Conclusion Ref	42(12)2			Previous Ministry	
Last Review Date				Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	RS 32-34	28/2/13	M. J. [Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Management of Protected and Invasive Species	50
2. Provision of Research and Extension Services	30
3. Outreach and Liaison Duties	10
4. Supervisory Duties	05
4. Associated Duties	05
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>The Wildlife Ecologist is accountable for the management of protected and invasive species and is responsible for researching and managing Bermuda's wildlife, specifically leading efforts to ensure the recovery of wildlife populations and will work to lessen the impact of civilization and invasive species on threatened animals and plants, as mandated by the Protected Species Act 2003. The Wildlife Ecologist will undertake surveys of animal and plant populations in addition to researching, developing implementing and monitoring Species Recovery Plans and Invasive Management Plans as mandated by the Act.</p> <p>The post is also accountable for outreach and liaison duties which include raising, releasing and monitoring rare animals and plants to prevent extinction and overseeing the Biodiversity Action Plan 2003.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The post holder has a high degree of autonomy in determining the best way to advance the conservation of threatened species, native flora and fauna and manage invasive introduced species. The post holder is directly responsible for the management and operation of the department's husbandry programs for endangered species and habitats.</p>
<p>2.3 To which position does this post report directly? Director of Conservation Services</p>

3. ESSENTIAL KNOWLEDGE & SKILLS
<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> <ul style="list-style-type: none"> • Excellent communication (verbal and written), presentation and interpersonal skills; • Strong technical writing skills; • Strong decision making and delegation skills;

- Ability to diagnose problems and formulate solutions;
- Demonstrated ability to develop and foster relationships with various parties;
- Demonstrated level of professionalism;
- Ability to manage multiple tasks;
- Demonstrated organizational skills and the ability to plan;
- Demonstrated strong customer service orientation with the ability to work with persons at various levels.

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

- Sound understanding of the Protected Species Act 2003;
- Ability to work safely with a variety of threatened terrestrial and marine plant and animal species;
- Strong working knowledge of Bermuda's Flora and Fauna and ecosystem function;
- Demonstrated ability to conduct field surveys, GIS and GPS experience, field biological methods, experimental design, animal capture, euthanasia and breeding/propagating programs for both terrestrial and marine plant and animal species;
- Computer literacy, including working knowledge in the use of GIS ArcView and proficiency with Microsoft Office Suite (word, Excel and Power Point).

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 years' relevant post-qualification experience in developing, implementing and monitoring animal husbandry/breeding programs and/or plant propagation programs. This experience should include identifying and mapping species; conducting ecological/environmental impact assessments, developing recovery plans; implementing live trapping and culling programs. Experience in the supervision of staff, boat handling and scuba diving are also 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:

A minimum of a Masters degree in Biological Science, Zoology, Ecology or a related discipline is required.

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

The post holder must possess a Bermuda 'C' Class Pilot's License, intermediate truck license, SCUBA (minimum rescue diver), first aid and CPR certifications.

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. Biodiversity Officer PID# 690063

The occasional supervision of volunteers 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 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

Applicants who possesses a Bachelor's Degree or the equivalent in biological science along with five year's experience in propagation and breeding of protected species and management of invasive species will also be considered for the post.

The Wildlife Ecologist must be physically capable and willing to work out 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 MANAGEMENT OF PROTECTED AND INVASIVE SPECIES	
8.1.1	Develops, implements and monitors Protected Species Recovery Plans in compliance with the Protected Species Act 2003.
8.1.2	Develops breeding programs for threatened plants and animals under controlled conditions to assist with conservation management initiatives.
8.1.3	Develops, implements and monitors Invasive Species Management Plans, policies, and procedures for control and removal of invasive species.
8.1.4	Designs, fabricates and maintains equipment to collect, hold, breed/propagate threatened animals and plants.
8.1.5	Manages feeding programs, preparation of diets etc for species in care in accordance with established department protocols regarding nutrition, disease prevention, water quality etc.
8.1.6	Maintains records and accurate statistics of all husbandry and maintenance activities in accordance with the officially approved systems of documentation, including inventory of specimens, feeding, quarantine, health observations, water quality, training, enrichment and rehabilitation.
8.1.7	Coordinates collection, breeding, and the subsequent reintroduction, repatriation or translocation of species including plants, marine and terrestrial animals back into the wild.
8.1.8	Coordinates or undertakes euthanasia and disposal of wildlife, including dangerous, invasive and protected species authorized for destruction.
8.1.9	Responsible for application of chemicals and or other methods for culling or removal of species according to established procedures and disposes of all chemicals and biological hazards properly.
8.1.10	Issues permits and licenses for protected species as required by the Protected Species Act 2003.
8.1.11	Investigates offenses and enforces the Protected Species Act.
8.2 PROVISION OF RESEARCH AND EXTENSION SERVICES	
8.2.1	Undertakes field and laboratory research and surveys related to protected and invasive terrestrial and marine species, habitat surveys, restoration, assessment of the population status of endangered/threatened species and the impact of threatening processes etc.
8.2.2	Researches characteristics of animals and plants, interrelationships, classifications, life history, development, genetics, distributions and studies their relation with the environment.
8.2.3	Provides advice and develops policy related to protected species, invasive introduced species, habitat management and makes recommendations for changes to benefit wildlife and plants, including threatened and endangered species.
8.2.4	Conducts surveys and experiments that will help improve the ecosystem and find solutions for problems relating to specific animal or plant species.
8.3 OUTREACH AND LIAISON DUTIES	
8.3.1	Develops field guides, writes technical reports and submits peer-reviewed papers for publication relating to Bermuda's threatened species, threatened habitats and invasive species.
8.3.2	Provides training to staff, volunteers and interns to enable them to identify, control and eradicate invasive introduced pest species, and in identification, management and breeding techniques for protected species.
8.3.3	Prepares press releases, for the approval of the Director and issues as directed.
8.3.4	Conducts lectures and tours of sites, facilities and habitats.
8.3.5	Liaises with and provides advice to government departments, non-government organizations and the private sector in respect to work and activities or to exchange ideas and best practice guidelines.
8.4 SUPERVISORY DUTIES	
8.4.1	Undertakes human resource activities for positions under supervision, including but not limited to interviews, recruitment of staff, orientation, training, advice and guidance, recommendations for promotion, performance management, disciplinary measures, vacation and special leave. Completes and ensures that performance appraisals, forward job plans and probationary reports are completed in a timely manner and that officers receive feedback on their appraisals/reports so that, in cases where improvements in performance are necessary, corrective action can be taken.
8.4.2	Ensures that officers under supervision exhibit appropriate behaviour and decorum in accordance with established government procedures and protocols and resolves complaints and grievances involving staff under supervision, as required under the Collective Bargaining Agreement, Conditions of Employment and Code of Conduct and employment contracts. Provides reports to the Director of actions taken and submits recommendations for action, as required.
8.4.3	Prepares training, development and succession plans for staff under supervision, which directly link to

success criteria and to the core functions of the Department. Regularly measures staff performance against development plans and/or forward job plans and provides feedback throughout the year. Reviews and updates professional development plans and Forward Job Plans.

- 8.4.4 Ensures the maintenance of adequate office supplies, office materials and equipment, including establishing appropriate inventory levels. Ensures supplies are re-ordered when necessary. Liaises with other Government departments and/or vendors regarding matters such as the maintenance of sufficient equipment/supplies for the Section.

8.5 ASSOCIATED DUTIES

- 8.5.1 Prepares/drafts the annual budget for the Section and provides all documentation to support requests for funds. Submits the budget packages to the Director for review.
- 8.5.2 Participates in departmental meetings and special related projects as requested and shares ideas and information on issues, enhancements etc with colleagues.
- 8.5.3 Undertakes associated duties, as requested by the Director.