

ST HELENA GOVERNMENT TERMS OF REFERENCE

Fisheries Science Programme Co-ordinator

Date:

1. Background

1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown) an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, finance and shipping.

1.2 The island's population is around 4,500 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (around 790 staff), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.

1.3 The overall vision of the St Helena Government (SHG) is
"Strengthened community and family life through vibrant economic growth, with opportunities for all to participate, within a framework of effective government and law."

1.4 To support this vision there are three National Goals:

- A vibrant economy providing opportunities for all to participate
- Strong community and family life
- Effective management of the environment

1.5 In November 2011 Her Majesty's Government agreed to fund an airport. Construction is complete and the airport has been certified. There are now weekly flights from South Africa to St Helena..

1.6 SHG is embedding a change programme that will enable the Public Service to improve its delivery of the government's developmental objectives. Achievement of the Goals and Strategic Objectives will require sound management and transformation of the public sector to make it a professional, modern, and flexible organisation able to initiate and respond to change. Central to this programme has been the re-structuring of Government functions and directorates. There are currently five directorates reporting to the Chief Secretary who is the head of the Service; Education, Health, Safeguarding, Environment & Natural Resources and Corporate Services. The Police Service reports to the Governor.

1.7 The Environment and Natural Resources Directorate consists of the Property and Housing Division, the Agriculture and Natural Resources Division, the Environmental Management Division, Planning and Development Control, the Government Garage and Support Services. Together the directorate is responsible for most physical development and management issues within the public sector on the island. Central to our work is the economic development of the island, building on its unique natural and cultural heritage,

and providing for the future needs of its citizens. We seek to put St Helena at the forefront of sustainable economic development, by focussing on investing in the people and environment which the economy serves. We are working to improve the prerequisites for tourism, strengthen natural and cultural heritage, increase food and energy security, develop infrastructure and housing, improve environmental governance and equip the island to embrace its future.

1.8 The island, together with two major seamounts in the 200 nm maritime zone, provides oases in an otherwise oligotrophic region. These oases attract globally important mega fauna, such as whale sharks, humpback whales and migratory tunas, whilst the island itself is home to a range of breeding seabirds.

The Island supports a commercially valuable pelagic tuna fishery both inshore and offshore, and an inshore recreational fishery. Local capacity has been built in fisheries science within St. Helena Government (SHG) but need continued support at this stage to continue to sustainably manage the Island's fisheries resources. Several Darwin funded projects have been addressing some of these issues however there is a need for specialist support.

1.9 As part of the blue-belt initiative, St Helena has declared a Category VI Sustainable use MPA in the entire maritime zone from September 2016. To help facilitate and introduce domestic measures to ensure sustainability of fish stocks at the local level, funding has been granted by the CSSF overseas territories Blue Belt Programme through the Centre for Environment Fisheries and Aquaculture science (CEFAS) to evaluate the sustainability of the grouper or St Helena jack (*Epinephelus adscensionis*) fishery and investigate the habitat utilisation and ecology of migratory tunas in the EEZ.

This area of work will determine a precautionary sustainable annual catch of grouper stock through collecting core ecological data on the population status, growth, reproductive biology, movement and habitat use. Tuna movements will be tracked using cutting edge satellite telemetry (PSAT and Data Storage Tags (DSTs)) to determine habitat use and retention time in the St Helena EEZ. Diet analysis will be linked to habitat utilization to provide information on pelagic diversity. This information will be used to develop sustainable management measures for tunas and grouper at St Helena.

The programme co-ordinator will work closely with the project team, to ensure the successful delivery of programme outputs. In particular the co-ordinator will lead on the operational management of the fisheries tagging and biological sampling programme including active participation in all aspects of fieldwork, data collection, collation and analysis. The programme co-ordinator will work with the Marine Conservation Officer to ensure sound governance of the programme in terms of resources, financial and administrative management. He/she will also develop, conduct and mentor research and publicity and promotion in this work area. The co-ordinator will also undertake data analysis and report writing under the guidance of senior scientists affiliated with the programme.

1.10 The programme will be delivered through a partnership with the St Helena Government (SHG) and the Centre for Environment Fisheries and Aquaculture science (CEFAS).

St Helena Government Environmental and Natural Resources Directorate (ENRD) is responsible for environmental management for St Helena Government. The Marine Section of ENRD form part of the Environmental Management Division and leads

through creation and implementation of policy and regulation, and provides advice, underpinned by clear, transparent, evidence-based research.

CEFAS is internationally renowned for delivering applied marine science solutions based on high quality science to conserve and enhance the aquatic/terrestrial environment and promote sustainable management of natural resources. It has a range of resources and wide breadth of expertise with a highly diverse workforce of over 500 staff with international experience backed by over 100 years of organisational experience.

2. Key Objectives

- 2.1 To develop and establish a long-term grouper or St Helena jack (*Epinephelus adscensionis*) tagging programme.
- 2.2 To gain a greater understanding of the population status, growth, reproductive biology, movement and habitat use of St Helena jack (*Epinephelus adscensionis*).
- 2.3 To determine habitat use, movements and retention time of yellowfin and big-eye tuna in the St Helena EEZ;
- 2.4 To determine diet of yellowfin and bigeye tuna and link to habitat utilisation and provide information on pelagic biodiversity.
- 2.5 To help inform the development of local fisheries management measures to ensure the sustainability of tuna and grouper stocks.
- 2.6 To build capacity, with ENRD staff trained in biological sample collection methods, tagging and data analysis.
- 2.9 To prepare a summary of findings to inform fishery and Marine Protected Area management.

3. Scope of Work and Main Tasks

3.1 The overall objective of the post of the Fisheries Science Programme Co-ordinator is to support the fisheries science and conservation function of SHG in the undertaking of a number of important tasks in relation to the programme, including:

- Co-ordination and management of all fish biological sampling and tagging programmes both inshore and offshore.
- Participate in and mentor staff in relation to research activities that support the fisheries science research and monitoring programme.
- Day to day management of staff working on the sampling and tagging programmes.
- Participate in key stakeholder meeting as required.

- Develop collaborative research with other local organisations and within SHG.
- Undertake data analysis and report writing under the guidance of senior scientists affiliated with the programme.
- To support on all aspects of marine conservation work with a strong focus on fisheries science.

3.2. To lead and actively participate in all programme work areas through three main components:

- i) Fisheries Field work/Data collection
 - Grouper mechanical tagging and sampling inshore
 - Tuna mechanical tagging and sampling inshore and offshore
 - Assist in the deployment of PSAT and DST tags offshore
 - Fisheries observer duties on local inshore vessels
 - Fish landing and fish sampling data collection
 - Shallow water marine surveys (scuba diving)
 - Marine Environmental Accreditation Scheme monitoring and evaluation
- ii) Communications
 - Lead on the design and creation of posters/leaflets/small newspaper articles, presentations etc. on the fish mark recapture reward programme.
 - Serve as an ambassador for the Marine Section promoting works and treating sensitive works appropriately.
- iii) Programme Management
 - Maintain detailed work plan
 - Engage key local stakeholders and build strong partnerships
 - Ensure all funder requirements are met (including timely reporting)
 - Ensure that project data is processed and made available

Special Conditions

- Will frequently be called upon to work outside of normal working hours.
- Will be required to spend extended periods at sea on both offshore and inshore fishing/tour vessels and at coastal sites.
- Fieldwork can be physically demanding including:

- Walks/hikes to coastlines negotiating difficult/narrow/steep footpaths in an effort to get to bird monitoring sites.
- Boat travel and landing on offshore stacks to conduct all aspects of marine monitoring both day and night.
- Performing underwater surveys using SCUBA without the security of a recompression chamber.

4. Qualifications and experience

4.1 The Fisheries Science Programme Co-ordinator is expected to demonstrate the following qualifications experience and skills:

4.1 Essential

Attributes	Essential
1. Relevant Experience	<ul style="list-style-type: none"> • 3 years post-graduate experience working in marine or fisheries ecology or equivalent. • A proven track record and ability to lead and deliver work programmes. • A sound knowledge of fisheries science and carrying out stock assessments and modelling. • Practical skill in marine science biological sample collection. • Experience of living and working on conservation issues in remote communities and/or on small islands would be an advantage. • Experience in mentoring.
2. Education and Training	<ul style="list-style-type: none"> • A BSc in marine biology or related subject. • An MSc in a fisheries or marine ecology related subject. • At least 3 years post-graduate experience working in marine ecology (preferably pelagic species). • A high level of computer literacy with a sound knowledge of statistics and data management.
3. Personal Skills Competencies	<ul style="list-style-type: none"> • Good communication and

	<p>interpersonal skills.</p> <ul style="list-style-type: none"> • Good negotiating and influencing skills. • Ability to plan own work schedule and delegate tasks as appropriate, to ensure deadlines are met • Fully competent in computer skills including MS Word, Outlook, Project, Excel & Access and specialist software as applicable • Good analytical skills • Excellent verbal and written communication with an ability to convey complex concepts to a variety of audiences, including government officials, international scientists, fishing industry leaders and the general public • An ability to engage with fishermen and the wider local community with tact and a professional un-biased approach
4. Special Knowledge and Skills	<ul style="list-style-type: none"> • In-depth knowledge in use of marine data collection apparatus. • Ability to work collaboratively with other parties and mentor colleagues

4.2 Desirable

Attributes	Desirable
1. Relevant Experience	<ul style="list-style-type: none"> • Experience working in a fisheries or zoological laboratory, with a broad range of associated practical skills, including collection of fisheries science data from pelagic fish • GIS experience (preferably QGIS) and strong geo-statistical skills • Practical experience at sea in the collection of marine data.
2. Education and Training	<ul style="list-style-type: none"> • Evidence of continuing professional development
3. Personal Skills Competencies	<ul style="list-style-type: none"> • Ability to pass on knowledge and skills to others through working together and on the job training • Practical approach to problem solving
4. Special Knowledge and Skills	<ul style="list-style-type: none"> • Flexibility to ensure targets are met within the constraints of a remote

	location and project constraints <ul style="list-style-type: none"> • A sensitive and supportive approach to managing small island community dynamics • Teaching and training skills
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5. Competencies

- 5.1 Under the SHG Competency framework, the post holder is required to have the competencies as outlined in the attached annex.

6. Outputs, and Timing

- 6.1 The Fisheries Science Programme Co-ordinator will provide quarterly reports on progress against key outputs of the programme and an End of Project Report to CEFAS

7. Duration of Contract and Reporting Arrangements

- 7.1 The individual will commence work by the beginning of January 2018 or as soon as practically possible thereafter and the contract is for a period of 12 months or until the completion of the project in December 2019.
- 7.2 The Fisheries Science Programme Co-ordinator will be responsible to the Marine Conservation Officer throughout the period of contract. However, in carrying out this role, the post holder will liaise closely with the Senior Fisheries Officer, Head of Agriculture and Natural Resources Division and Director of ENRD.
- 7.3 The post-holder will have day-to-day staff management responsibilities of programme staff.

Annex 1

SHG Competency Framework Levels

Professional Development

- (ii) Required Professional Competency standards met

Planning and delivery of work

- (iv) Ensures appropriate resources and levels of capability to deliver to plan.
Promotes and enforces appropriate organisational rules and procedures
Leads by example in managing business relationships

Analysis and use of information

- (iv) Interprets complex written information.
Able to assess the validity, relevance and limitations of different sources of evidence.
Generates a range of options and appraises them based on evidence available.

Decision making

- (iv) Thinks through the implications of decisions.
Breaks down highly complex information into workable components for others.
Draws together disparate information to resolve problems.
Facilitates others to generate and solve problems.
Empowers others to take creative decisions to meet organisational needs.
Considers internal and external influences in complex decision making and problem solving.
Solves problems that have significant long-term implications for the organisation.

Working with others

- (iv) Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours
Develops relationships with key stakeholders.
Influences key stakeholders on issues relevant to the organisation.
Creates an environment which will enable delivery of shared policy outcomes

Communication

- (iv) Varies language and content to ensure understanding of audience.
Facilitates understanding by explanation and example.
Highlights key points for summary from detailed and complex documents

Influencing and persuading

- (iv) Ensures strategies to support a diverse workforce are implemented.
Recognises and anticipates the needs of senior managers and government officials.
Presents unpopular messages confidently.
Varies style of communication to have maximum impact on audience
Influences to maintain a balance between individual motives and directorate/departmental requirements
Integrates logic and emotion to construct and convey complex arguments in a face to face situation

Dealing with change

- (iv) Encourages employees to embrace and contribute to change
 - Presents the business need for change and can focus others on the positive aspects
 - Enables others to implement change
 - Anticipates obstacles to change

Continuous improvement

- (iv) Keeps up to date with developments that affect SHG and anticipates what may affect it in the future
 - Creates an environment which allows people to improve the way they work.
 - Creates an environment where employees and colleagues work to improve the way things are done.

Managing resources

- (iv) Ensures appropriate resources and levels of capability to deliver to plan
 - Uses management information to monitor/control resources
 - Supports initiatives for new and more efficient use of resources
 - Gains respect and credibility from team members through effective delegation, coaching and development.