ST HELENA GOVERNMENT
TERMS OF REFERENCE

Darwin Lobster Fishery Project Officer

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 10 Year Plan for St Helena captures the following National Goals:

Altogether Safer
Altogether Healthier
Altogether Better for Children and Young People
Altogether Greener
Altogether Wealthier

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: http://www.sainthelena.gov.sh/wp-content/uploads/2012/08/10-Year-Plan-20-January-2017.pdf

1.4 The Prospectus for Change, launched in December 2015, is a three year plan which sets out St Helena Government's Goals and Strategies for making the public service a great place to work, while ensuring customers experience the best possible service . This can be found here:
http://www.sainthelena.gov.sh/wp-content/uploads/2012/08/Prospectus-for-Change-Final-Nov-2015.pdf

1.5 The vision and mission that has been agreed for the Public Service and which will be incorporated in future plans and strategies are as follows:

Vision – A great place to work and do business with

Mission – Provide Services that are responsive to the needs and expectations of the people of St Helena, by taking account of their views in decisions on the design, delivery and performance of services, and by working with our colleagues to create an environment that encourages everyone to do their best.

1.6 Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a dramatic impact on the island community, bringing a

period of accelerated social and economic change. 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.

1.7 SHG is implementing a modernisation programme that will enable the Public Service to improve its delivery of the government's developmental objectives. 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 and Employment, Health, Safeguarding, Environment & Natural Resources and Corporate Services. The Police Service reports to the Governor.

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. A Darwin funded project entitled "Sustainable development and management of St Helena's fisheries and marine tourism" which commenced in April 2014 has addressed some of these issues however there is a need for specialist support. The project was delivered through a partnership between SHG, Ascension Island Government (AIG) and fisheries scientists at the Falklands-based South Atlantic Environment Research Institute (SAERI).

1.9 As part of the Blue Belt Initiative, St Helena is has declared a Category VI Sustainable use Marine Protected Area (MPA) in the entire maritime zone from September 2016. A key-part of ensuring sustainability is to understand the population dynamics of key species in relation to the ecosystem and how current management practices may impact the abundance and distribution of key species such as whale sharks and fish on which the economy of the island depends. A Darwin Plus funded project (DPLUS077) entitled "Sustainable fishery management for St Helena lobster populations" is due to commence in September 2018 to satisfy part of this data gap.

This project will expand our knowledge of key commercial lobster species ecology, review existing data, legislation and current management practices and make recommendations to ensure long-term sustainability of populations. The Project Officer will work closely with the project team, to ensure the successful delivery of the Darwin project. In particular the Project Officer will lead on the lobster tag and release programme, the habitat and abundance surveys, biological data collection, deployment of acoustic transmitters and installation and data collection from the acoustic array. The Project Officer will work with the Project Leader to ensure sound governance of the project in terms of human resources, financial and administrative management; provide logistical and procurement support for the project; and promote the project both on island and overseas. The Project Officer will also undertake data analysis and report writing under the guidance of senior scientists affiliated with the project.

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

St Helena Government Environmental and Natural Resources Directorate (ENRD) is responsible for environmental management for St Helena Government. The ENRD is divided into two divisions and the Marine Section form part of the Environmental Management Division. Marine Section staff has been involved in previous Darwin Plus projects, including the current DPLUS070 project entitled “Oceanographic influences on the St Helena pelagic ecosystem”, DPLUS039 and the earlier project to “Mapping St Helena’s biodiversity to create a Marine Management Plan”. This section leads through creation and implementation of policy and regulation, and provides advice, underpinned by clear, transparent, evidence-based research.

CEFAS have made a commitment to the UK government under the Blue Belt Imitative to support the development and implementation of MPA’s within the UK Overseas Territories. 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. CEFAS’s dedicated tagging and shellfish teams provide data collection and advice for the management of shellfisheries supported by excellent assessment and modelling skills.

2. Key Objectives

2.1 To evaluate current lobster fisheries practices and facilitate sustainable management.

2.2 To build capacity, with ENRD staff trained in crustacean data collection methods and data analysis.

2.3 To undertake research on existing lobster fishery practices, legislation, biological and catch data.

2.4 To establish the population size, structure and growth of two lobster species.

2.5 To establish lobster abundance, habitat association and foraging ecology.

2.6 To trial acoustic telemetry technology to monitor lobster population movements.

2.7 To increase public awareness of the fisheries science programme and its relevance to sustainable management practices.

2.8 To establish a long term lobster fisheries research programme.

2.9 To prepare a lobster population management plan based on integrated biological, habitat data, historic and present fishing pressure and species threat assessment.

3. Scope of Work and Main Tasks

3.1 The overall objective of the post of the Darwin Lobster Fishery Project Officer is to support the marine conservation function of SHG in the undertaking of a number of important tasks in relation to the project, including:

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

i) Field work/Data collection

- Coordinate delivery of project activities
- Organising the collection and collation of biological data
- Processing of tagging, acoustic and survey data
- Organising and coordinating the lobster tag and release programme
- Organising and co-ordinating the trial of acoustic telemetry technology.
- Analysis of acoustic array data

ii) Communications

- Promote the project both on St Helena and overseas: coordinate project communications and publicity (press releases, radio); contribute articles to ENRD quarterly newsletter; create and update project pages on website; provide talks and presentations on project; respond to enquiries relating to the project
- Disseminate project results, including final report

iii) Project Management

- Maintain detailed project 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
- Provide admin support to project steering group

4. Qualifications and experience

4.1 The Darwin Pelagic Ecosystem Project Officer is expected to demonstrate the following qualifications experience and skills:

4.1 Essential

Attributes	Essential
1. Relevant Experience	• 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 crustacean biology. • Practical skills in marine science 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. • A minimum of 100 logged scuba

	dives in a variety of habitats and locations. • Practical experience in handling and sampling of crustacean species.
2. Education and Training	• 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 crustacean species). • A high level of computer literacy with a sound knowledge of statistics and data management. • Have a full current driving licence. • Qualified SCUBA diver to PADI Advanced or equivalent.
3. Personal Skills Competencies	• 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	• In-depth knowledge in use of fisheries tagging techniques. • Ability to work collaboratively with other parties and mentor colleagues

4.2 Desirable

Attributes	Desirable
1. Relevant Experience	• Experience working in a fishery or aquaculture, with a broad range of associated practical skills, including the collection of core biological data. • GIS experience (preferably QGIS) and strong geo-statistical skills • Practical experience at sea in the collection of fisheries data. • Boat handling experience.
2. Education and Training	• Evidence of continuing professional development • Emergency first response and first aid
3. Personal Skills Competencies	• 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	• Flexibility to ensure targets are met within the constraints of a remote location and project constraints • A sensitive and supportive approach to managing small island community dynamics • Teaching and training skills

5. Competencies

5.1 Under the SHG Competency framework, the post holder is required to have the competencies as outlined in the attached Annex 1.

6. Outputs, and Timing

6.1 The Darwin Lobster Fishery Project Officer will provide quarterly reports on progress against key outputs of the project and an end of project report to the Darwin Project Leader.

6.2 Project implementation timetable (Annex 2) shows the key milestones in project activities and timeframes relating to the Lobster Project Officer.

7. Duration of Contract and Reporting Arrangements

7.1 The individual will commence work by the beginning of September 2018 or as soon as practically possible thereafter and the contract is for a period of 24 months or until the completion of the project in August 2020.

7.2 The Darwin Lobster Fishery Project Officer will be responsible to the Darwin Project Leader throughout the period of contract. However, in carrying out this role, the post holder will liaise closely with the Senior Fisheries Officer, Head of ANRD and Director of ENRD.

7.3 The post-holder will have day-to-day staff management responsibilities of project staff.

Annex 1

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.

Annex 2

Project implementation timetable that shows the key milestones in project activities and intended workplan for your project (starting September 2018)

Activity	No. of months	Year 1				Year 2				Year 3
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Output 1 Capacity building. Capacity building, with ENRD staff trained in crustacean data collection methods and sampling techniques.										
1.1 Write Job profiles, devise recruitment panel and advertise posts.	0.5									
1.2 Recruit suitably experienced project officer and fieldwork assistant.	0.5									
1.3 St Helena staff trained in crustacean monitoring techniques.	6									
1.4 St Helena staff gain practical experience in monitoring techniques.	22									
1.5 Training log maintained and report compiled and verified.	22									
Output 2 Undertake research on existing lobster fishery practices, policies, legislation, biological and catch data.										
2.1 Review and collate existing fisheries biological and catch data.	3									
2.2 Review relevant current lobster legislation, licensing and management.	3									
2.3 Conduct research into the past and present lobster fishery	9									

2.4	Threat analysis completed and compilation of possible solutions.	1										
2.5	Interim report on findings and implications summarised and presented.	2										
Output 3 Population size, structure and growth of lobster species established.												
3.1	Establish mobile lobster pot network along coastline.	1										
3.2	Deploy and monitor lobster pot network.	22										
3.3	Tag, measure and release lobsters from a range of sizes.	22										
3.4	A minimum of 50 gonads collected for examination.	6										
3.5	Integrate tagging and biometric data into EMD fisheries database.	22										
3.6	Paper prepared on lobster population size, structure and growth.	3										
Output 4 Lobster abundance, habitat association and foraging ecology established.												
4.1	Diet and tissue samples collected.	9										
4.2	Completion of habitat, abundance and diet surveys.	22										
4.3	Stable isotope and diet analysis completed.	3										
4.4	Survey and existing spatial data combined to map key areas.	22										

4.5	Paper prepared on habitat, abundance and foraging ecology.	3									
Output 5 Experimental acoustic telemetry technology trialled to monitoring lobster population movements.											
5.1	Install acoustic receiver array grid inshore.	1									
5.2	Deploy 15 acoustic telemetry devices.	6									
5.3	Collect and analyse telemetry data.	3									
Output 6 Increase public awareness of the fisheries science research programme and its relevance to sustainable management practices.											
6.1	Launch and publicise reward scheme for lobster tagging programme.	22									
6.2	Pamphlets, presentations and activities prepared and distributed.	24									
6.3	Attended regular key stakeholder meetings	24									
6.4	Produce monthly newspaper articles and radio interviews.	24									
Output 7 Long term lobster fisheries research programme established.											
7.1	Lobster research programme reviewed.	1									
7.2	Long-term research and monitoring programme designed and established.	3									
Output 8 Optimal solutions for lobster pop management proposed and formulated into a lobster population management plan.											
8.1	Bio-economic analysis of St Helena's lobster fisheries conducted.	3									
8.2	Lobster management plan options report produced and circulated.	2									

8.3	Lobster fisheries management plan finalised and accepted by SHG.	2									