



JOB PROFILE

Post Title:	Senior Marine and Fisheries Conservation Assistant
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Marine and Fisheries Conservation Officer
Responsible for:	<i>Marine and Fisheries Conservation Worker and Apprentices/Volunteers/Potential Project Staff</i>
Grade:	D

Job Purpose

The Senior Marine and Fisheries Conservation Assistant will support the Marine and Fisheries Conservation Officer and will be responsible for the delivery of the Marine and Fisheries Conservation Section programmes in accordance with the Marine Management Plan and Marine Research and Monitoring Plan by coordinating the Section's operational activities and projects. The post holder will support with administrative responsibilities associated with coordination, working in collaboration with the wider team.

Main Duties and Responsibilities

1. Coordinate assigned day-to-day operational delivery of the Marine and Fisheries Conservation Section work programme. Lead on discrete work areas depending on needs. Projects can range from large scale international to small scale local projects.
2. Lead and partake in assigned designated marine conservation, fisheries management and research projects in parallel with other assigned project staff, including planning, fieldwork activities and reporting.
3. Develop, review and implement risk assessments, and fieldwork guides to ensure safe working practices and review periodically.
4. Coordinate laboratory operations, equipment maintenance and consumable stock management.
5. Analyse, maintain, support development and scrutinise data capturing systems to interpret scientific data using software to support evidence-based management.
6. Support the development and maintenance of any other digital data management tools and applications
7. Maintain high standards of data quality by designing, implementing and adhering to Standard Operating Procedures (SOPs) and quality assurance processes.
8. Assist with the preparation of research proposals, funding applications, business cases and technical reports for internal and external funders and partners .
9. Monitor project budgets, procurement activities, contract administration and expenditure in accordance with Government financial procedures.
10. Supervise, mentor and provide guidance to Marine and Fisheries Conservation Assistants, apprentices, students and volunteers.
11. Coordinate collaborative activities with Government departments, research institutions, NGOs and international partners.
12. Support the organisation of stakeholder meetings, visiting researchers and the St Helena Marine Protected Area Working Group.



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13. Develop any communication plans when necessary and prepare assigned educational materials, presentations, social media content and public awareness resources to promote marine conservation.
14. Act as an ambassador for the MFCS representing and promoting their activities and attending conferences and workshops as appropriate
15. Deputise for the Marine and Fisheries Conservation Officer during periods of absence, ensuring continuity of operational delivery.
16. Undertake any other duties within the grade and responsibilities of the post, as reasonably requested by the Marine and Fisheries Conservation Officer.

Special Conditions

- To work outside of normal working hours as and when required
- Will frequently be called upon to work outside of normal working hours.
- Will be required to spend extended periods (could range from 2 days up to a month) at sea in the offshore fishery or research work and potentially long days at sea during inshore fishing/tour day trips.
- Fieldwork can be physically demanding:
- Work will include boat travel and landing on offshore stacks to conduct all aspects of marine monitoring both day and night
- Undertake underwater scientific surveys using SCUBA without the security of a recompression chamber.
- Carry out observer duties on board local fishing vessels. You should:
- Not be prone to chronic or debilitating seasickness.
- Have the ability to handle large pelagic fish and other species in the execution of tagging or bio sampling processes.
- Be able to demonstrate an ability to work long hours under adverse conditions and without supervision.
- At times the post holder may experience confrontational experiences with marine users whilst undertaking duties
- The split between fieldwork and office work varies dependent on the time of year, but roughly equates to 50/50 split (peak fieldwork is usually October to April)

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: Not applicable	(i)
Planning & Delivery of Work: Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance	(iii)
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	(ii)
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines	(ii)
Working with Others: Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	(iii)
Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	(iii)
Influencing and Persuading: Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	(iii)
Dealing with Change: Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.	(iii)
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	(ii)
Managing Resources: Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly	(iii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSEs in Maths, English and Science at grade C or above	E	√	
A Level in science subject e.g. Marine Science, Geography or Biology	D	√	
Competent in Microsoft Office programmes including Word and Excel	E	√	
Recognised SCUBA diving qualification (or willingness to learn)	E	√	
Valid driving licence in class A and C (or willingness to learn)	E	√	
Boat handling experience	D		√
Knowledge & Experience:			
Experience of planning and coordinating projects including managing staff	E	√	√
Experience of collecting, managing and analysing scientific or environmental data	E	√	√
Experience of preparing technical reports and presenting scientific information to a range of audiences	D	√	√
Experience of financial monitoring and procurement processes	D	√	√
Experience of working proactively with stakeholders	E	√	√
Knowledge of St Helena's marine environment, biodiversity and fisheries	E	√	√
Knowledge of St Helena's Marine Management Plan	E		√
Skills and Abilities:			
Able to prioritise workloads, deliver on time and within budget	E		√
Good communication skills both verbal and written with people at all levels and abilities	E		√
Attention to detail	E		√
Organisational and planning skills	E		√
Ability to lead operational activities and support staff effectively	E		√
Excellent IT skills	E		√
Ability to analyse scientific information and use evidence to support decision making	D		√
Experience in QGIS and R software	D	√	√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Ability to develop and maintain Standard Operating Procedures and risk assessments	E		√
Ability to work independently whilst contributing effectively as part of a team	E		√
Ability to solve problems and make sound decisions under pressure	E		√
Comfortable working at sea with good swimming experience	E		√
Ability to support the production of high quality reports, funding applications and project documentation	E		√
Other:			
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√
An energetic individual with a strong interest in the marine environment	E		√
A strong walker and swimmer	E		√
Self-motivated and approachable person	E		√
Ability to contribute effectively to the work of a small team, flexible, able to work under pressure and use one's own initiative as necessary	E		√
Creative – in support of awareness raising and general communications to the pub	E		√
Calm and able to make basic on-the-spot decisions in the field as necessary	E		√
Take responsibility for progress with training and development aspirations provided for under a Personal Development Plan	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK



PERSON SPECIFICATION

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable