



JOB PROFILE

Post Title:	Terrestrial Conservation Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Head of Nature Conservation
Responsible for:	Nurseries Officer (NO) (Species) Habitat Chargehands (Habitats) Staff engaged through projects for the Section
Grade:	E

Job Purpose

To improve the lives of all within our community and help the island thrive through delivery of ENRP's terrestrial conservation programme in order to conserve St Helena's rich biodiversity and unique natural terrestrial ecosystem.

Implement St Helena's terrestrial conservation strategies, National Conservation Area Management Plans, restoration programmes and terrestrial conservation research activities designated under the Environmental Protection Ordinance, in order to conserve and restore St Helena's terrestrial biodiversity and support evidence-based conservation management, policy and legislation.

The post will assist the Head of Nature Conservation to set the strategic direction for terrestrial conservation whilst ensuring it remains adaptable to changing environmental pressures, emerging threats and conservation priorities.

The role will lead on all elements of the operation of the Terrestrial Conservation Section (TCS), through being responsible for both recurrent and project-based work areas, including team management, habitat restoration, nursery operations, report writing, communications and outreach activities, and building effective relationships with stakeholders important to the work of the Section.

Main Duties and Responsibilities

1. Assisting the Head of Nature Conservation (HoNC) with the implementation and review of terrestrial conservation strategies, National Conservation Area Management Plans and restoration programmes that guide and inform the work of the Terrestrial Conservation Section.
2. Assisting the HoNC with the development and implementation of policies. To develop operational procedures and guidance relating to terrestrial biodiversity conservation, habitat restoration, endemic species recovery, plant conservation and terrestrial biosecurity with NO and Habitat Chargehands.
3. Leading, motivating and developing the NO and HC to deliver the objectives of the Terrestrial Conservation Section by creating a collaborative, resilient and high-performing team that delivers practical conservation to the highest professional standard



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4. Management of the Terrestrial Conservation Section including responsibility for work planning, staff supervision, appraisal, training and development, work-based risk assessments, health, safety and wellbeing, and the development and maintenance of Standard Operating Procedures for the Section.
5. Maintaining a regular operational presence on field sites, providing visible leadership to the Species and Habitats Teams, applying sound restoration ecology principles to practical conservation activities, making informed operational decisions and supporting staff to deliver high-quality conservation outcomes.
6. Applying restoration ecology principles to plan, prioritise and oversee habitat restoration, invasive species management and endemic species recovery programmes, ensuring practical conservation work reflects current best practice.
7. Working with the NO and others to develop systems for endemic plant propagation that maximise nursery productivity.
8. Supporting the NO, Species and Habitat teams translate practical propagation and restoration knowledge into updated documented procedures, species recovery planning and long-term consideration management.
9. Help to ensure plant pathogen hygiene protocols and biosecurity measures are effectively implemented throughout all work areas.
10. Working collaboratively with the NO and Habitat Teams to ensure nursery production supports habitat restoration, living gene bank establishment and maintenance, seed collection including seed for storage at Millennium Seed Bank (MSB), species recovery programmes and other conservation priorities.
11. Coordinating habitat restoration, invasive species management and the implementation of National Conservation Area Management Plans
12. Working with research partners and conservation organisations to incorporate scientific evidence into practical conservation management and restoration activities.
13. Coordinating terrestrial conservation monitoring programmes and ensuring information is analysed and applied to adaptive management.
14. Development, leadership and delivery of an annual public education and communications programme through leading terrestrial conservation outreach activities and promoting key conservation messages amongst Government, elected members, schools, NGOs, landowners and the wider community.
15. Representing the Nature Conservation Division Terrestrial Section on local and international steering groups, technical working groups and partnerships relating to terrestrial conservation, including endemic plants, habitat restoration, invertebrate conservation, bird conservation and ecological restoration Working with colleagues, help



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collate, review, and apply research data so that the Portfolio's conservation objectives can be delivered.

16. Undertaking terrestrial conservation fieldwork with the Species and Habitats Teams as required.
17. Developing small and medium-sized project proposals to secure external funding for terrestrial conservation, restoration, research and species recovery programmes in the context of identified portfolio priorities.
18. Managing terrestrial conservation projects, including budgets, payments, procurement, work planning, reporting, staff supervision, project monitoring and evaluation.
19. Organising visits to St Helena for researchers, conservation specialists, volunteers and partner organisations undertaking collaborative terrestrial conservation work.
20. Acting as an ambassador for the Terrestrial Conservation Section by representing and promoting its work locally, regionally and internationally, attending conferences, workshops and technical meetings as appropriate.
21. Responsibility for the oversight of safe keeping, maintenance and effective use of Section equipment, vehicles, nursery infrastructure and other operational resources.
22. Deputising for the Head of Nature Conservation on terrestrial conservation matters as required.
23. Undertaking any other duties as reasonably requested by the Head of Nature Conservation and Portfolio Director.

Special Conditions

To work outside of normal working hours as and when required.

To undertake fieldwork which could involve working in adverse weather conditions and over challenging terrain.

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.

Core Competency Framework



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Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Plans and organises work to meet individual, team and project objectives whilst achieving quality and value for money. Ensures delivery against project logframe and implementation timetable. Identifies information needs and ensures they are delivered in a timely and effective manner.	iii
Analysis and use of Information: Interprets complex written information. Able to assess the validity, relevance and limitations of different sources of data and information. Generates a range of options and appraises them based on evidence available.	iv
Decision Making: Thinks through the implications of decisions. Breaks down highly complex information so that it is easily understood by others. Draws together disparate information to solve problems and facilitates others to generate and solve problems. Considers internal and external influences in complex decision making and problem solving.	iv
Working with Others: Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information. Works with and develops good relationships with key stakeholders.	iii
Communication: Summarises complex information in an effective manner varying language and content to ensure understanding of audience and facilitating understanding by explanation and example. Promotes communication across the project, including amongst project partners, stakeholders and the general public. Negotiates to reconcile competing interests. Communicates project priorities.	v
Influencing and Persuading: Recognises and anticipates the needs of project stakeholders. Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and project and wider island requirements.	iv
Dealing with Change:	iv



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Encourages stakeholders to embrace and contribute to change. Presents the project's overarching need for change and can focus others on the positive aspects. Anticipates obstacles to change.	
Continuous Improvement: Shares knowledge and experience with others. Learns lessons from both successes and failures.	ii
Managing Resources: Ensures appropriate resources and levels of capability to deliver project activities. Uses management information to monitor resources.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
First Degree in a relevant conservation subject	E	✓	
First Aid Qualification	E	✓	
Clean Drivers Licence in Classes A and C	E	✓	
Knowledge & Experience:			
5 years' experience in terrestrial conservation, ecology and planning	E	✓	✓
Experience in delivery of small-medium sized projects	E	✓	✓
At least 2 years work experience of habitats conservation and management, environmental conservation monitoring and data collection activities	E	✓	✓
Basic knowledge of GIS or willing to be trained in GIS	E	✓	✓
At least 3 years' experience in staff management	E	✓	✓
Experience in the application of statistical software packages	D	✓	✓
Skills and Abilities:			
Good project management skills	E		✓
Able to prioritise workloads, deliver on time and within budget	E		✓
Excellent people management skills	E		✓
Effective communicator with people at all levels and abilities	E		✓
Computing qualification in Microsoft Word, Excel, Power Point and Access Database at intermediate level or beyond	E	✓	
Intermediate level of statistical analysis	D	✓	
Technical analysis and interpretation of data /evidence	E	✓	
Proficient in the development and delivery of presentations	D		✓
Other:			
Willingness to work flexibly	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		✓



PERSON SPECIFICATION

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

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/A