



St Helena  
Government

# VACANCY

## Environmental Support Officer

### Environment, Natural Resources and Planning Portfolio

*An exciting opportunity exists to contribute to the protection of our environment through supporting the implementation of the Environmental Protection Ordinance (EPO). Using your experience in setting up systems and processes you will contribute to the development and implementation of licensing and permitting systems required by the EPO. You will also assist in the collection & collation of data and information to support decision making and to promote environmental awareness.*

#### Applicants should have the following qualifications and/or equivalent level of experience:

- GCSE's at Grade C or above in Mathematics and English
- NVQ Level 3 in Customer Service and or Business Administration equivalent
- At least 2 years experience in an administrative role preferably in a technical sector
- Prior experience in front-line customer service or has worked in a customer focused environment
- Prior experience of working within a statutory framework
- Prior experience in developing and delivering promotional and educational activities and materials across different mediums and for different audiences

#### We offer the following:

**Salary:** £8,613 per annum

**Leave:** 25 days per annum

**Pension:** 15% pension contribution into approved defined contribution pension scheme

**Paid Sickness Absence**

**Flexible working hours scheme**

**Further information** about the duties of the post, interested persons should contact: Miss Isabel Peters, Chief Environmental Officer on telephone number 24724 or email: [Isabel.Peters@sainthelena.gov.sh](mailto:Isabel.Peters@sainthelena.gov.sh).

To access the **Job Profile** and **Application forms** online visit [www.sainthelena.gov.sh/government/vacancies](http://www.sainthelena.gov.sh/government/vacancies) or alternatively, both are available from: Central Human Resources & Organisational Development. Applications should be submitted through Directors, where applicable, to Camilla Thomas, Trainee Human Resources Officer, the Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than **4pm on Tuesday, 21 February 2023. To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered. Please do not submit your CV.**

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview. All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified. Benefits are subject to change and may only apply to certain roles.