



# JOB PROFILE

<b>Post Title:</b>	Terrestrial Conservation Officer
<b>Portfolio:</b>	Environment, Natural Resources and Planning
<b>Responsible to:</b>	Head of Nature Conservation
<b>Responsible for:</b>	1 x Nurseries Officer 1 x Restoration Officer
<b>Grade:</b>	E

## Job Purpose

To improve the lives of all within our community and help the island thrive through delivery of the environment, Natural Resources and Planning Portfolio's (ENRP) terrestrial conservation programme in order to conserve St Helena's rich biodiversity and unique natural ecosystems. The post will lead on all elements of the operation of the Terrestrial Conservation programme, helping to set its strategic direction but also ensuring it remains adaptable to the changing terrestrial environmental needs and uses.

The post is responsible for recurrent work areas, including team management, programme implementation, report writing, communications and outreach activities, and building links between relevant stakeholders that are important to, and associated with, the work of the Terrestrial Conservation Section (TCS).

## Main Duties and Responsibilities

- 1 Leading the development and implementation of a programme and other actions for the TCS; including assisting the Head of Nature Conservation (HONC) with the development, establishment and maintenance of a system for managing the Island's terrestrial National Conservation Areas (NCAs).
- 2 Assisting the HONC with the development and implementation (where appropriate) of policies concerning terrestrial conservation.
- 3 Management of the Endemic Plant Nurseries and Living Gene Banks located within the Peak National Park.
- 4 Management of the TCS's staff and responsibility for a Personal Development Plan and a Training and Development Programme for staff, including work based risk assessment and mitigation, health safety and wellbeing protocols for the TCS to ensure a duty of care.
- 5 Implementation of standards, manuals, codes of practice, standard operating procedures or guidelines relating to the protection of the terrestrial environments and the management of impacts or threats to habitats conservation and development. This includes provision of input into the updating and maintenance of standards, manuals and codes of practice and guidelines in liaison with the HONC and Chief Environmental Officer.



# JOB PROFILE

---

- 6 Assisting the HONC with the development and delivery of an annual public education and communications for the implementation of the TCS's work programmes and in-line with this, promoting key messages amongst all interested and affected parties including SHG, Elected Members, NGO's, schools and the St Helena and international public.
- 7 Implementation of key tasks associated with budgets and financial management and reporting in each financial year to further the TCS's programmes of work.
- 8 To actively develop good working relationships and links for the TCS with the St Helena National Trust and local stakeholders in support of St Helena's terrestrial flora and fauna conservation and with international environmental partners and stakeholders to increase conservation benefits to the Island. This includes organising visits to the Island for specialists, visiting researchers and staff of partner organisations for collaborative project work and work delivered via the St Helena Research Institute.
- 9 Representing terrestrial conservation and research interests on steering and working groups.
- 10 Undertaking terrestrial conservation fieldwork with the TCS's habitats and species teams as and when necessary.
- 11 Writing and submission of micro sized project proposals to donor agencies to secure funding to deliver habitat conservation and research activities.
- 12 Assisting the HONC and Project Managers with management of projects for the TCS, including budget management, procurement, work planning, reporting, staff management, and project monitoring and evaluation through project partner meetings and progress reports.
- 13 Undertaking any other tasks as reasonably requested by the Line Manager to ensure the effective operation of the TCS, including additional responsibilities from time to time where necessary when the HONC may be indisposed.
- 14 Required to act as an ambassador for the TCS representing and promoting their activities and attending Conferences and Workshops as appropriate.

## 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



# JOB PROFILE

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

Competency	Level
<b>Professional Development:</b> N/A	i
<b>Planning &amp; Delivery of Work:</b> 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
<b>Analysis and use of Information:</b> 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
<b>Decision Making:</b> 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
<b>Working with Others:</b> 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
<b>Communication:</b> 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
<b>Influencing and Persuading:</b> Recognises and anticipates the needs of project stakeholders.	iv



## JOB PROFILE

---

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.	
<b>Dealing with Change:</b> 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.	iv
<b>Continuous Improvement:</b> Shares knowledge and experience with others. Learns lessons from both successes and failures.	ii
<b>Managing Resources:</b> 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
<b>Qualifications:</b>			
First Degree in a relevant conservation subject	E	✓	
First Aid Qualification	E	✓	
Clean Drivers Licence in Classes A and C	E	✓	
<b>Knowledge &amp; Experience:</b>			
Experience in conservation 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	✓	✓
<b>Skills and Abilities:</b>			
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		✓
Excellent interviewing and negotiating skills	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		✓	
Proficient in the development and delivery of presentations	E		✓
<b>Other:</b>			
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