



# JOB PROFILE

<b>Post Title:</b>	Pathogens Officer
<b>Portfolio:</b>	Environment, Natural Resources and Planning
<b>Responsible to:</b>	Portfolio Director
<b>Responsible for:</b>	No staff
<b>Grade:</b>	E

## Job Purpose

To lead the Environment, Natural Resources and Planning Portfolio's (ENRP) response to the emerging plant pathogen situation on St Helena in order to help protect and conserve St Helena's rich biodiversity and unique natural ecosystems.

The post will lead on all elements of plant pathogen management within the Portfolio including representing the Portfolio on all pathogen-related projects and workstreams; coordinating the various pathogen-related tasks and activities for which the Portfolio is responsible, collating and disseminating key pathogen-related information, report writing, communications and outreach activities, and building links with relevant internal and external stakeholders. In addition to managing ongoing pathogen-related work, the Officer will identify gaps, and develop projects and workstreams to address potential future conservation challenges relating to plant pathogens.

## Main Duties and Responsibilities

- 1 Coordinate the existing pathogen-related workgroups (Operational Management Group and Technical Advisory Group) to include;
  - a. Organising monthly meetings and circulate agendas and relevant papers.
  - b. Record notes and actions from meetings and liaise with Group members to ensure actions are completed.
  - c. Record and share important documents and information arising from Group meetings.
- 2 Develop and implement a Pathogens Action Plan bringing together all pathogen-related work streams and provide a reporting role on their progress to the Portfolio Director and ENRP Minister.
- 3 Be the 1<sup>st</sup> point of contact on any pathogen related queries for the Portfolio
- 4 Represent the Portfolio on all existing and any future pathogen-related projects and workstreams.
- 5 Lead on the collation and analysis of all pathogen-related monitoring and surveillance data, working with partner organisations (including St Helena Research Institute), so that conservation and land management decisions are informed by scientifically robust data.



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- 6 Develop and advise on practical biosecurity and phytosanitary measures related to the management of plant pathogens, including the review and revision (if necessary) of protocols for managing access into areas affected by pathogens.
- 7 Work with research partners to deliver field and laboratory work related to plant pathogen identification, monitoring and management.
- 8 Working with section colleagues, collate, review and apply research data to a conservation setting, so that the Portfolio's conservation objectives can be delivered.
- 9 Inform and lead the Portfolio's communications activities for plant pathogen-related work streams with partner organisations, stakeholders and the general public.
- 10 Develop plans and protocols for plant production, nursery management and habitat restoration that allow the Portfolio to move forward even in the presence of plant pathogens.

## Special Conditions

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

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
<b>Professional Development:</b> <i>N/a</i>	(i)
<b>Planning &amp; Delivery of Work:</b> <i>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</i>	(iii)
<b>Analysis and use of Information:</b> <i>Interprets complex written information. Assesses the validity, relevance and limitations of different sources of evidence, and generates a range of options and appraises them based on evidence available.</i>	(iv)
<b>Decision Making:</b> <i>Clarifies highly complex and disparate information to inform decision making, while also facilitating others to take creative decisions and generate solutions to meet organisational needs. Considers internal and external influences in complex decision making and problem solving including significant long-term implications these may have on the organisation.</i>	(iv)
<b>Working with Others:</b> <i>Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviour. Creates an environment which will enable delivery of shared policy outcomes</i>	(iv)
<b>Communication:</b> <i>Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents.</i>	(iv)
<b>Influencing and Persuading:</b> <i>Recognises and anticipates the needs of senior managers and government officials and influences to maintain a balance between individual motives and Portfolio requirements, and ensures strategies to support a diverse workforce are implemented. Varies style of communication to have maximum impact on audience and presents unpopular messages confidently.</i>	(iv)
<b>Dealing with Change:</b> <i>Presents the business need for change and encourages and enables employees to contribute to and focus on the positive aspects of change as well as anticipate any obstacles.</i>	(iv)



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Competency	Level
<b>Continuous Improvement:</b> <i>Creates an environment where employees and colleagues work to improve the way things are done.</i>	(iv)
<b>Managing Resources:</b> <i>Gains respect and credibility from team members through effective delegation, coaching and development.</i>	(iv)



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
First degree in an environmental science subject or similar qualification	E	✓	
Clean Drivers Licence in Classes A and C	E	✓	
<b>Knowledge &amp; Experience:</b>			
Significant experience and knowledge of working with plant pests and diseases and their management	E	✓	
Experience in developing and leading action plans across a range of stakeholders to secure effective results	E	✓	
Experience of environmental conservation, forestry or agricultural monitoring and data collection activities	E	✓	✓
Experience in the collation and analysis of scientific monitoring and surveillance data	E	✓	✓
Knowledge of biosecurity and experience of developing biosecurity protocols	E	✓	✓
Experience of developing communications materials	E	✓	✓
<b>Skills and Abilities:</b>			
Good action planning and task co-ordination skills	E		✓
Good report writing skills	E		✓
Effective communicator with people at all levels and abilities and able to communicate effectively use various media	E		✓
Proficient in Microsoft Office applications	E	✓	
Proficient in the development and delivery of presentations	E	✓	
Technical analysis and interpretation of data /evidence	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**

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## **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