



JOB PROFILE

Post Title:	Head of Nature Conservation
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Portfolio Director
Responsible for:	Terrestrial Conservation Officer; Marine and Fisheries Conservation Officer; Marine Enforcement Officer
Grade:	G

Job Purpose

To improve the lives of all within our community and help the Island to thrive by providing strong leadership across the Government's nature conservation services and programmes of work.

Help St Helena to achieve the 'Altogether Greener and Wealthier' goals of its Ten Year Plan by leading the development, implementation and monitoring of the Island's nature conservation policy and areas of the Environment Strategy to deliver programmes that ensures the Island's natural environment and assets are being managed sustainably and providing for both nature conservation and wider environmental needs of the Island.

Operate strategically as a member of the Portfolio Senior Management and Advisory Board Teams and across the Public Service to help influence Public Service and Government policy and practice.

This is a key role in delivering our overarching vision of making St Helena a great place to live, learn, work, visit and invest.

Main Duties and Responsibilities

1. Have overall responsibility for development, implementation and review of Nature Conservation Policy and support the ENRP Portfolio Director and Head of Environmental Protection and Risk Management with the establishment and implementation of an Environment Strategy, whilst ensuring input of other team members as appropriate.
2. Responsible for ensuring, through strong leadership, that nature conservation policy and strategy is delivered through the overall Environment and Nature Conservation Work Plan. Responsible for Section Heads and staff who are critical in achieving the Plan.
3. Responsible for the Nature Conservation Section's Performance Indicators (PIs) and Key Performance Indicators (KPIs) for improving nature conservation outputs.
4. Provide expert professional advice to the ENRP Portfolio Director, Chief Secretary, Chief Environmental Officer and ENRP Minister, and engage with Executive and Legislative Councils, Partners and Colleagues across the Public Service to help deliver the Government's Vision and Strategy for the Island.



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5. Establish clear lines of communication to ensure nature conservation issues are incorporated and or considered across all aspects of Government business.
6. Perform the role of Chief Fisheries Officer under the Fisheries Ordinance and Environmental Officer under the Environmental Protection Ordinance.
7. Perform the role of Chair/member of Working Groups where this is required to lead on and represent nature conservation or wider environmental interests.
8. Identify and advise the Public Service on priorities, challenges, risks and strategies for improvement across all aspects of nature conservation.
9. Responsible for assisting the Head of Environmental Protection and Risk Management with developing and making publically available a periodic report, no less than once every two years, on the state of the environment of St Helena.
10. Have overall responsibility for efficient deployment and use of the Nature Conservation Section's financial and physical resources in order to meet the Public Service and Portfolio's current and future strategic objectives and priorities, including delivery of donor funded projects to further meet priorities. Support the annual Medium Term Expenditure Framework (MTEF) process and have overall accountability to the Portfolio Director for the Section's budget.
11. Co-ordinate and provide support for the formulation and implementation of nature conservation and wider environmental project initiatives, including identifying international funding sources and assisting in the development and submission of project proposals that meet funding criteria.
12. Manage and develop self and others to improve personal and team performance and deliver successful outcomes against plans and objectives.
13. Responsible for the effective management and timely resolution of people management issues within the Nature Conservation Section. Completing Manager Self Service (HR21) processes where appropriate.
14. Support wider resolution of people management issues within SHG, which may include acting as Investigating Officer or Hearing Manager.

Special Conditions

The Head of Nature Conservation will be the Chief Fisheries Officer and Environmental Officer under the EPO (once Regulations are completed for the latter) and as such could be faced with confrontational and threatening situations.

For the proper performance of the responsibilities this post will not be limited to normal working hours, the postholder will, in response to the demands of the post, be required to work out of normal working hours.

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



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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
Professional Development: Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status	iii
Planning & Delivery of Work: Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans.	v
Analysis and use of Information: Identifies trends from complex or conflicting data. Takes steps to address the root causes of highly complex problems. Develops new policy and procedures.	v
Decision Making: Shapes new policies and sets long-term objectives. Understands the wider strategic environment to make appropriate resource decisions. Strategically processes the impact of decisions. Determines results which are aligned to strategic decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience.	v
Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.	iv
Communication: Promotes communication across the organisation. Negotiates to reconcile individual competing priorities. Communicates the organisation's priorities. Summarises complex information in an effective manner.	v
Influencing and Persuading: Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs of senior managers and government officials. Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and directorate/departmental requirements. Integrates logic and emotion to construct and convey complex arguments in a face to face situation.	iv



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<p>Dealing with Change: Takes wide view of strategic needs. Directs and drives organisational change. Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change.</p>	v
<p>Continuous Improvement: Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.</p>	iv
<p>Managing Resources: Ensures resources are allocated and used to meet key priorities. Sets corporate directives and develops long-term strategies to achieve this. Ensures that others buy in to corporate goals and functions.</p>	v



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Degree in environmental science or a conservation discipline or equivalent level of demonstrable attainment	E	√	
Leadership qualification (at least ILM Level 5) or equivalent level of demonstrable attainment or experience	E	√	
Knowledge & Experience:			
At least 10 years' experience working within a nature conservation field (marine or terrestrial)	E	√	√
Experience of successfully delivering a nature conservation work plan or equivalent	E		√
Experience in writing and implementing Policy and Strategy	E		√
Experience of delivery of projects with significant resource and strategic impact	E	√	√
Experience of strong leadership, inspiring others to deliver development or impactful results	E	√	√
Proven record of successful management at a senior level and developing and leading high performing teams	E	√	√
Experience of analysing and interpreting information to develop solutions or solve problems	E		√
Successful experience of planning and implementing change	E	√	√
Experience of managing and controlling budgets, resources and funding	E	√	√
Specific experience and or a proven track record in delivering in one or more of the following: Marine or Fisheries science, Terrestrial or Marine Protected Areas management; Environmental assessment and advocacy; implementation of environmental policy.	E		
A sound understanding of the social, economic and political environment of the Public Service and working with staff groups	D		√
Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment)	D	√	
Skills and Abilities:			
High level verbal, written and digital communication	E	√	√



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skills, sufficient to engage with employees, managers, elected members and partners			
Excellent analytical skills with an aptitude for developing innovative solutions to complex issues	E		√
High level of interpersonal skills with the ability to inspire and manage team(s) and articulate the Nature Conservation element of the Environment and Nature Conservation Strategy	E		√
Excellent time management and planning and organisation skills	E		√
Confidence, resilience and ability to work under pressure	E		√
Can encourage the application of new ideas, contribute to strategic planning and manage change	E		√
The ability to influence, network and use professional judgement and diplomacy to make decisions	E		√
Capable of leading projects or initiatives, which have significant resources and strategic impact	E		√
Other:			
A willingness to undertake field visits in both marine and terrestrial environments	E		√
Willingness to work flexibly – some evening work will 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		√

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

Not applicable.