



PERSON SPECIFICATION

Post Title:	Marine and Fisheries Conservation Data Apprentice
Directorate:	Environment, Natural Resources and Planning
Responsible to:	Senior Marine Conservation Officer and Marine and Fisheries Conservation Officer
Responsible for:	None
Grade:	A1

Job Purpose

To improve the lives of all within our community and help the island thrive by allowing the apprentice to gain experience and workplace awareness. This in turn will support their career and educational progression allowing them to contribute to the future development of St Helena.

The role will specifically focus around supporting ENRPs Marine and Fisheries Conservation section activities, particularly in areas such as data management, communications public awareness raising and fieldwork,.

Main Duties and Responsibilities

1. To support on all aspects of marine conservation project works with a strong focus on fisheries science.
2. To support the Marine and Fisheries Conservation Section by actively participating in all marine conservation work areas through two main components:
 - i) Data entry and management
 - the organisation of the collection of data from various science programmes and licencing log books
 - quality assurance of data entered in relevant repositories/databases
 - preparation of data (finding, sorting and archiving) and submission to the St Helena Research Institute (SHRI)
 - conversion of data into useful marine management information/knowledge (i.e. GIS, maps etc.)



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ii) Communications

- Support in the design and creation of posters/leaflets/small newspaper articles, presentations etc. for various science programmes to promote the work undertaken by the section

Assist the Blue Belt Project and Communications Administrator with social media updates and campaigns with information about the teams activities

3. To ensure that data collected is handled correctly, accurately and in a standardised format. Also to ensure that data input to the databases and other data files are done in a timely manner.
4. To assist with fieldwork for fisheries science data collection or any other fieldwork that may arise.
5. To assist with the responsibility of maintenance and care of all the equipment and assets used by the Marine Section.
6. Any other tasks as requested by Line Manager.

Special Conditions

- May be called upon to work outside of normal working hours.
- May be required to spend periods at sea on inshore fishing/tourism vessels and at coastal sites.
- Fieldwork can be physically demanding including:
 - Boat travel and long periods at sea undertaking a variety of tasks



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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

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
Analysis and use of Information: <i>Gathers, manages and summarises data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.</i>	ii
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	i
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	ii
Communication: <i>Good oral and written communication and ability to record factual information accurately.</i>	ii
Influencing and Persuading: N/A	i
Dealing with Change: <i>Flexible and adaptable to change.</i>	i
Continuous Improvement: <i>The apprentice should be willing to learn and develop in job role, and identify any opportunities within the sections remit to the employer that they wish to explore</i>	i



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<i>further</i>	
Managing Resources: <i>Not applicable</i>	i

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE Maths and English at Grade C or above; or equivalent	D	✓	
GCSE Environmental Science at Grade C or above; or equivalent	D	✓	
Proficient SCUBA diver to PADI advanced or equivalent	D	✓	
Class C Drivers License	D	✓	
Emergency First Responder, if not then be willing	D	✓	
Knowledge & Experience:			
To be aware of yourself and others	E		✓
To be able to demonstrate good written English, basic mathematic skills and understanding of environmental science	D		✓
Must be able to drive	D	✓	✓
A strong walker and swimmer	D		✓
Not afraid of heights	D	✓	✓
Boat handling experience	D	✓	✓
At least 1 years work experience of data collection	D	✓	✓
Previous experience in marine conservation monitoring/data collection activities	D	✓	
Experience in using GIS for data collection and			



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interpretation	D	✓	
Skills and Abilities:			
Basic statistical analysis	E		✓
Intermediate level analysis of information	D		✓
Proficient in IT – Microsoft Word, Excel, Power Point and Access	E	✓	✓
Good verbal and written communication skills	E	✓	✓
Basic interviewing skills	D		✓
Good presentation skills	D		✓
Excellent organisational skills	D		✓
Ability to work under pressure and use one's own initiative to contribute effectively to a small team	D		✓
Other:			
Self-motivated and approachable	E		✓
Creative in support of awareness raising and general communications to the public	D		✓
Calm and able to make basic on-the-spot decisions in the field as necessary	D		✓
To have a mature attitude and good work ethic	E		✓
Take advantage of training opportunities	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		✓



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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

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.