



JOB PROFILE

Post Title:	Marine and Fisheries Conservation Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Portfolio Director
Responsible for:	1 x Senior Marine and Fisheries Conservation Assistant Project Managers and staff for Blue Belt/Darwin Projects secured for the Marine and Fisheries Conservation Section 2 x Marine and Fisheries Conservation Assistants Indirect: Volunteers and Interns as required by Projects
Grade:	F

Job Purpose

To improve the lives of all within our community and help the island thrive through delivery of ENRP's marine and fisheries conservation programmes in order to conserve St Helena's rich biodiversity and unique natural ecosystem, as well as maintaining food security for the island. Implement St Helena's Marine Management Plan and fisheries science and research activities designated under the Environmental Protection Ordinance, in order to maintain its Category VI Sustainable Use Marine Protected Area and inform evidence-based decision making, policy and law for marine and fisheries management.

The post will lead on all elements of the operation of the Marine and Fisheries Conservation Section (M&FCS), setting the strategic direction but also ensuring it remains adaptable to the changing marine environmental needs and uses. It is responsible for both recurrent and project based work areas, including team management, strategic and financial planning, report writing, communications and outreach activities, and building links between relevant stakeholders that are important to, and associated with, the work of the Section.

Main Duties and Responsibilities

- 1 Development and co-ordination of the implementation of programmes, plans (including the Marine Management Plan) and other actions for the M&FCS concerning marine and fisheries conservation; including the development, establishment and maintenance of a system for monitoring the marine environment and a fisheries science programme.
- 2 Development and implementation (where appropriate) of policies concerning marine and fisheries conservation.
- 3 Management of the M&FCS 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 section to ensure duty of care.



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- 4 Implementation of standards, manuals, codes of practice or guidelines relating to the protection of the marine environment and the management of marine impacts or threats. This includes provision of input into the updating and maintenance of standards, manuals and codes of practice and guidelines in liaison with the Chief Environmental Officer.
- 5 Assisting the Portfolio Director, Chief Environmental Officer and Chief Fisheries Officer with development, implementation and updating of fisheries and environmental legislation.
- 6 Co-ordinate within the section and conduct observer duties to be carried out for compliance under both fisheries (Fisheries Protection Officer) and environmental legislation (Marine Tourism Observer).
- 7 Development and maintenance of a manual of Standard Operating Procedures for the Section.
- 8 Leading on development and delivery of an annual public education and communication plan for the implementation of the M&FCS 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.
- 9 Representing marine and fisheries conservation and research interests on steering and working groups.
- 10 Undertaking marine and fisheries science fieldwork with the M&FCS team as and when necessary.
- 11 Performing role as a member of the Portfolio's senior management team.
- 12 Identification of funding opportunities for the delivery of the Section's work programmes.
- 13 Writing and submission of micro and medium sized project proposals (£25K -£300K max) to donor agencies to secure funding to deliver marine and fisheries science and research activities.
- 14 Oversight of all project management elements, including budget management, procurement, work planning, reporting, staff management, project monitoring and evaluation through project partner meetings and progress reports.
- 15 Organising visits to the Island for specialists, visiting researchers and staff of partner organisations visiting for collaborative project work and work delivered via the St Helena Research Institute.
- 16 Mentoring the Senior Marine and Fisheries Conservation Assistant in project writing for the development and submission of project proposals for funding.
- 17 Responsibility for the safe-keeping of scientific equipment and resources of a value of up to £100,000 Responsibility for vehicles connected with the Section's programmes of work.



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- 18 Undertaking any other tasks as reasonably requested by the Portfolio Director, including additional responsibilities from time to time where necessary when the Chief Fisheries Officer may be indisposed.
- 19 Required to act as an ambassador for the M&FCS 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.

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	ii
Planning & Delivery of Work: 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.	iv
Analysis and use of Information: 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.	v
Decision Making: 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



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Working with Others: 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.	iv
Communication: 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.	iv
Influencing and Persuading: Recognises and anticipates the needs of project stakeholders. 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.	iv
Dealing with Change: 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.	iii
Continuous Improvement: Shares knowledge and experience with others. Learns lessons from both successes and failures.	ii
Managing Resources: 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
Qualifications:			
First Degree in marine sciences	E	✓	
First Aid Qualification	E	✓	
Clean Drivers Licence in Classes A and C	E	✓	
Knowledge & Experience:			
Experience in delivery of small-medium sized projects	E	✓	✓
At least 2 years work experience of environmental conservation monitoring, fisheries science and data collection activities	E	✓	✓
Basic knowledge of GIS or willing to be trained in GIS	E	✓	✓
3 years' experience in marine management		✓	
3 years' experience in staff management	E	✓	
Proficient swimmer	E		✓
Experience in the application of statistical software packages	E	✓	✓
Preferably SCUBA experience, however if not, willing to be trained	D	✓	✓
Skills and Abilities:			
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 IT skills	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	E	✓	
Technical analysis and interpretation of data /evidence	E	✓	
Proficient in the development and delivery of presentations	E		✓
Other:			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		✓



PERSON SPECIFICATION

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

N/A