



JOB PROFILE

Post Title:	Marine and Fisheries Conservation Assistant
Portfolio:	Environment Natural Resources and Planning
Responsible to:	Marine and Fisheries Conservation Officer
Responsible for:	None
Grade:	C

Job Purpose

To enable the 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.

This post is responsible to the Marine and Fisheries Conservation Officer and is required to assist with the delivery of project and recurrent work ensuring that the day to day, scientific research and environmental monitoring duties of the Section are undertaken

Main Duties and Responsibilities

1. To support the Marine and Fisheries Conservation Officer by providing input into team works which has a variety of different components:

- i) Field work
 - Underwater marine life and habitat surveys (scuba diving)
 - Fisheries science (data and bio sample collection at sea/at any fish processing facility)
 - Oceanographic monitoring surveys
 - Assisting with organising and participation in fieldwork with international/partner organisations
 - Observer duties for marine/tourism/research/fisheries activities
- ii) Office work
 - Data entry and conduct data analysis (where required)
 - Produce and review reports in relation to observer duties and other fieldwork
 - Laboratory work (analysis and documentation of samples)
 - Support in the procurement of goods and maintenance of specialist marine equipment.
 - Review and comment on externally produced reports and scientific publications



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- iii) Laboratory work
- Day to day oversight of lab cleanliness and tidiness, assets and consumable stock replenishment
 - Processing, storage, analysis and documentation of samples

The split between fieldwork and office work varies dependent on the time of year, with some field heavy months.

2. To lead on small discrete work areas (whereby a methodology is provided) and produce basic briefs and data analysis. The type of project will vary depending on ENRP needs, funding and previous experience of post holder. These projects can range from large scale international projects, to small scale local ones, with a variety of different deadlines.

3. Fieldwork - Undertake the variety of fieldwork required of the section in a safe and professional manner, recognising that this work is often physically strenuous, and may include long working days and unusual hours.

4. Data collection and management - Ensure that existing and future marine field data is collated according to guidelines and are appropriately stored and managed. Making sure that data is entered into databases in a timely fashion, are accurate and in a standardised format.

5. Communications – Carry out work that regularly engages with the community in order to promote the marine environment and its importance to St Helena. This may be in the form of newspaper articles, radio interviews or poster campaigns, or at face to face events, and social media posts and blogs.

6. Stakeholder interaction – Collaboratively work with a variety of stakeholders, both local and overseas, to deliver the sections work areas. This may require providing training and supervision to members of other organisations whilst conducting fieldwork and also promoting volunteer placements.

7. Provide support to the Senior Marine and Fisheries Conservation Assistant and Marine and Fisheries Conservation Officer including:

- Participating in fieldwork activities
- Contribute information for the writing of scientific reports
- Public awareness raising activities
- Data management activities within the section

9. Any other tasks as reasonably requested by the Senior Marine and Fisheries Conservation Assistant and the Marine and Fisheries Conservation Officer.

10. Co-responsibility for the safe-keeping of scientific equipment.

11. Required to be able to work both independently and part of the section, delivering work to specific deadlines.



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12. Ensure service users timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.

13. Take responsibility for own development and helps others acquire skills and experience.

Special Conditions

1. Will be called upon to work outside normal working hours
2. Field work can be physically demanding including:
 - i) Performing underwater surveys using SCUBA without access to an on-island recompression chamber
 - ii) Performing work on boats and being at sea for long periods of time/out of hours.
 - iii) If required, walks/hikes to coastline locations negotiating difficult/narrow/steep footpaths as well as landing on offshore islands
 - iv) The post holder will be required to act as an ambassador for the Division promoting works and treating sensitive works appropriately
 - v) At times the post-holder might experience confrontational situations with marine users when undertaking observer or other regulatory duties

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: 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.	ii



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Analysis and use of Information:	ii
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Gathers, summarises and interprets data with attention to detail. Follow guideline for identifying problems and capable of resolving day-to-day problems.	ii
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Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
Working with Others: Receptive to feedback from others and maintains good working relationships with colleagues.	i
Communication: Good oral and written communication and ability to record factual information accurately.	ii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change	i
Continuous Improvement: Willing to learn and develop in job role	i
Managing Resources: N/A	i



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
GCSE(s) in a science subject(s) (preferably Biology)	E	√	
Valid driving licence in class C	E	√	
A certified SCUBA diver or willing to be trained	D	√	
Knowledge & Experience:			
Work experience of data collection and management activities	E	√	
Good swimming experience, comfortable working at sea	E	√	
Previous experience with marine conservation monitoring/data collection activities	D	√	√
Experience in GIS or willing to learn	D	√	√
Experience in the application of statistical software packages or willing to learn	D	√	√
Skills and Abilities:			
Proficient in computer literacy in Microsoft Word, Excel, Power Point and Access	E	√	
Basic statistical analysis	E	√	√
Technical analysis and interpretation of data/evidence	E		√
Excellent IT skills	E		√
Good interviewing with excellent negotiation skills	D		√
Proficient in the development and delivery of presentations	D		√
Good project planning	E		√
Good people management skills	E		√
Effective communicator with people at all levels and abilities	E		√
Other:			
Willingness to work flexibly	E		√
Should have a general awareness and understanding of marine environmental issues on Island	E		√
Working knowledge of St Helena's Marine Management Plan	E		√
An energetic individual with a strong interest in the marine environment	E		√
A strong walker and swimmer	E		√
Self-motivated and approachable personality	E		√



PERSON SPECIFICATION

Ability to contribute effectively to the work of a small team, flexible, able to work under pressure and use one's own initiative as necessary	E		√
Creative – in support of awareness raising and general communications to the public	E		√
Calm and able to make basic on-the-spot decisions in the field as necessary	E		√
Take responsibility for progress with training and development aspirations provided for under a Personal Development Plan	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

N/A