



JOB PROFILE

Post Title:	Environmental Risk Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Portfolio Director
Responsible for:	1 x Environmental Officer – Environmental Risk Management 1 x Meteorological Station Technical Manager 1 x Meteorological Station Manager
Grade:	F

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for the management of the Environmental Risk Management (ERM) Section, providing strategic direction for the core functions of Climate Change, Waste Management (including airport compliant landfill management), Hazardous Waste Management (including bio-medical and liquid hydrocarbon wastes), Environmental Pollution Management (including land, air, sea, water and noise), in order to protect St Helena's natural environments.

The post will assist the Portfolio Director to set the strategic direction for environmental risk management programmes but also ensuring they remain adaptable to the changing environmental risk management requirements. The role will lead on all elements of programme delivery of the ERM Section through being responsible for both recurrent and project based work areas, including team management, 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. Develop, implement and monitor relevant policies for each core function ensuring they are fit for purpose and in line with local/international legislation where applicable;
2. Monitor, review and develop relevant operational manuals for core functions ensuring they are fit for purpose and in line with local/international legislation where applicable;
3. Inputting of evidence and objectives of the ERM Section into the ENRP Senior Management Team, to assist with determining the direction and role of the Portfolio;
4. Plan, manage and deliver internally and externally funded projects, ensuring a creative and innovative use of green technologies and identification and implementation of efficiency



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savings are achieved, in line with wider SHG strategic objectives and within agreed target deadlines;

5. Management and service delivery for Waste Management Services operations including; develop and implement new and modern waste management services, public and commercial waste disposal, environmentally impacting bulky wastes disposal, bio-medical waste incineration, secure data disposal, public areas and toilet sanitation, airport compliant landfill operations including;
 - a. Management of Horse Point Landfill Site in line with Airport Compliant Operation Manual and Bird Management Plan.
 - b. Management of hazardous wastes incineration including; safe and efficient use of the incinerator, within legislative environmental parameters.
 - c. Management of hazardous wastes disposal including; safe and efficient use of hazardous waste cells, within legislative environmental parameters.
6. Developing micro and medium sized project proposals (£50K-£500K) to SHG and donor agencies to secure funding to deliver environmental risk management activities.
7. Oversight of projects for the ERM Section including budget management, procurement, work planning, reporting, staff management, project monitoring and evaluation through project partner meetings and progress reports.
8. Mentoring the Environmental Officer, Risk Management in project writing for the development and submission of micro-project proposals for funding.
9. Assisting the ENRP Portfolio Director with the development of an annual public education and communication plan and leading on delivery of the plan whilst promoting key messages amongst all interested and affected parties including SHG, Elected Members, NGO's, private sector, schools and the St Helena and international public.
10. Perform the role of Chair of the SHG Pollution Response Working Group whilst it remains in operation. The task includes assisting members of the Group to plan for an implement operational response procedures for marine and terrestrial pollution incidents.
11. Lead a call-out function for pollution incidence including during out of normal work hour periods through implementation and operation of a rota system.
12. Responsible for the management and delivery of staff training programmes ensuring the appropriate staff development and succession planning are in place across all core areas;
13. Acting as an ambassador for the Environmental Risk Management Section representing and promoting their activities and attending Conferences and Workshops as appropriate.



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14. Overall responsibility for the use and management of the ERM Section's resources required for programme delivery.
15. Undertaking any other tasks as reasonably requested by the ENRP Portfolio Director.

Special Conditions

Out of hours work will be required in respect of the main duties and responsibilities and operational support for the pollution response function.

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: Required Professional Competency standards met.	ii
Planning & Delivery of Work: Ensures appropriate resources and levels of capability are available to deliver to plan. Promote and enforce appropriate organisational rules and procedures and lead by example in managing business relationships.	iv
Analysis and use of Information: Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making and solutions are established by interpreting trends	iii
Decision Making: 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.	iv



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Working with Others: 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	iv
Communication: Varies language and content by explaining and using examples to ensure understanding of audience. Highlights key points for summary from detailed and complex documents.	iv
Influencing and Persuading: Recognises and anticipates the needs of senior managers and government officials and influences to maintain a balance between individual motives and directorate 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.	iv

Dealing with Change: 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.	iv
Continuous Improvement: Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
Managing Resources: Gains respect and credibility from team members through effective delegation, coaching and development.	iv



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Undergraduate Degree in Environmental Management or other relevant subject area at similar level	E	✓	
A Clean Drivers Licence in Classes A and C	E	✓	
CIWM (Chartered Institute for Wastes Management) Waste and Resources Training	D	✓	
Postgraduate Degree in Environmental Management or other relevant subject area at similar level	D	✓	
Knowledge & Experience:			
At least 5 years broad experience in one or more of the core subject areas of focus for the ERM Section	E	✓	✓
Prior experience in setting up and managing successful contractual relationships between Government and external bodies	E		✓
3 years' experience in staff management	E	✓	
Working knowledge of the Environmental Protection Ordinance 2016	E		✓
Skills and Abilities:			
Advanced level statistical analysis	E	✓	✓
Analysis of information (Advanced level)	E		✓
Excellent IT skills and Access Database and Microsoft Applications	E	✓	✓
Excellent written and verbal communication and interpersonal skills to communicate with all types of people including colleagues, senior managers, elected members, donor agencies and the public	E		✓
Excellent interviewing and negotiating skills	E		✓
Excellent presentation skills	E		✓
Excellent project planning and management	E	✓	✓
Excellent people management skills	E	✓	✓
Good budget management skills	E	✓	✓



PERSON SPECIFICATION

Must be physically fit with the ability to undertake relevant work across work locations and in all weather	E		✓
Other:			
Highly self-motivated	E		✓
Excellent team player	E		✓
Ability to apply objective judgment	E		✓
Strategic thinking	E		✓
Responsive to change	E		✓
Innovative and creative	E		✓
Politically aware	E		✓
Identifies and manages internal and external risks that could impact the achievement of objectives	E		✓
Willingness to work flexibly – out of hours work may 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

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