



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Coordinator, Ecosystem
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Ecosystems Management
REPORTS TO:	Manager Ecosystems Management
MANAGES:	Environmental Officers, Conservation Officers

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Environmental Management & Conservation Division is one of the four Divisions charged with executing the Agency's core functions. Its main purpose is to develop and guide the implementation of policies and programmes for the management of the natural environment and their resources. The primary functions of the Division are to:

- Design and implement policies plans and programmes for the protection, mitigation rehabilitation and or recovery species and ecosystems.
- Monitor the ecological status of watersheds, wetlands, coastal and marine resources.
- Manage Protected Areas declared under the NRCA, Act, Beach Control Act and Wild Life Protection Act.
- Conduct specific environmental quality assessments such as water and air quality both routinely and for specified sensitive areas.
- Promote Environmental stewardship within the public and private sectors and communities.
- Conduct relevant environmental assessments of environmentally damaging chemicals and hazardous wastes.

These functions are executed by five Branches namely:

Pollution Monitoring and Assessment Branch - Monitors and assesses the impact of pollution on the quality of the natural environment and the potential for public health impacts.

Pollution Prevention Branch - Fosters a pollution prevention and waste minimization approach by promoting the use of environmental management systems (EMS) and other appropriate measures to foster better environmental performance of operations.

Ecosystem Branch - Monitors the nation's watershed, coastal and marine areas and biodiversity to foster their conservation and sustainable use in order to enhance and sustain the integrity of the island's ecosystem.

Protected Areas Branch - Designates and manages sensitive Ecosystems as Protected Areas.

Air Quality Management Branch - Monitors and assesses the impact of air pollution and the potential for public health impacts.

Job Purpose:

The Coordinator is responsible for managing a team of technical officers in:

- monitoring the ecological resources within Jamaica's coastal zone and the development of programmes for their conservation and sustainable use;
- conducting investigations into environmental incidents;
- providing technical support for the processing of applications for permits and licenses related to and/or affecting the coastal zone.

The position also leads the team in its role as the designated focal point for oil spill response.

Key Outputs:

- Coastal and marine rehabilitation programmes
- Reports, research / technical paper
- Environmental incidents reports
- Technical advice/guidance
- Public education materials
- Recommendations on applications processed
- Team members work plans and performance appraisals

Key Responsibility Areas:

A. Management Responsibilities

1. Contributes to the preparation of the Branch's operational plans and budget; manages the implementation of initiatives related to the areas within the span of control to achieve established objectives and targets.
2. Contributes to the documentation of operating procedures and guidelines facilitate the efficient management and delivery of service from the Branch.
3. Collects, analyses, compiles data on coastal zone management and ensures the database is updated to enable the availability of current and relevant information; provides information to other branches/divisions and external agencies as requested.
4. Participates in the design and implementation of projects and the institutionalization of project outputs within the Division.
5. Prepares and submits reports on the activities of the unit as required.
6. Participates in the design and delivery of public education and community outreach programmes.
7. Represents the Branch/Sub-Division/Division/Agency at meetings and other functions as directed.

B. Technical/ Professional Responsibilities

1. Undertakes activities to determine the types and geographical extent of the coastal ecosystems; leads the development and implementation of conservation programmes.
2. Leads the collection and mapping of the physical processes and factors that influence the status of coastal ecosystems; guides the development and monitors the maintenance of the coastal zone ecosystem database.
3. Leads/conducts investigations into environmental incidents and prepares report; monitors the implementation of recommended clean up action and prepares post clean-up report; provides advice to external partners and affected stakeholders where necessary
4. Provides technical support in the processing of applications related to ecosystems including the preparation of submissions and technical arguments; participates in Internal and Technical Committee evaluation meetings as required.

5. Provide technical support to other Branches including participating in the design and delivery of public education and community outreach programmes and conduct assessments to inform environmental sector reports to guide the development of policy documents such as Development Orders for Jamaica.
6. Investigates breaches of the Beach Control Act, Wild Life Protection Act and Natural Resources Conservation Authority Act and makes recommendations for enforcement actions.
7. Keeps abreast of trends and changes in environmental management in particular ecosystems based approach to management

C. Supervisory

1. Develops annual work plans for direct reports ensuring they are fully utilized in order to deliver against agreed work programme and achievement of the Unit's targets; monitors their performance and provides timely feedback to facilitate development of performance gaps and/or reinforcement of performance excellence; conducts performance appraisals within the guidelines provided by the HR Division.
2. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Branch and contributes to building an environment that stimulates, motivates and keeps employees and project staff engaged.
3. Provides leadership to direct reports through effective objective setting, delegation and communication and ensures they are aware of, and adhere to the Agency's policies, procedures and regulations.

D. Other Responsibilities

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Determine team members work programme.
- Authorize team members' vacation leave.
- Initiate investigation of breaches of the Beach Control Act reported or observed.

Performance Standards:

- Established personal and team targets are consistently achieved
- Key outputs and deliverables are produced in keeping with established technical, professional and Agency standards.
- Sound technical advice and guidance are consistently provided.
- Confidentiality and integrity are maintained in the conduct of professional and

personal business

- Direct reports work-plans and performance appraisals are completed and submitted within established timeframe.
- Direct reports are consistently satisfied with the quality and timeliness of guidance and performance feedback provided.

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Please Add	
Enforcement Officers	Collaborate on enforcement action.
Officers in other Branches	Information sharing, collaboration on cross functional work teams, application review.
Technical Review committees	Provide technical advice/present recommendation on applications reviewed.
Officers in Public Education Branch	Collaborate/provide information on design of materials and conduct of programmes.

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
University of the West Indies centre for marine sciences	Restoration projects
National Fisheries Authorities	Processing of applications that relate to fish sanctuaries
Caribbean Coastal Area Mgmt Foundation Montego bay marine Park Trust	Coordinating joint dives for reef assessment and other related activities in the protected areas

Working Conditions

- Typical office environment
- Exposure to unsafe/unhealthy environment from site visits, investigations etc.

Required Competencies

- Excellent interpersonal and leadership skills
- Excellent planning, organizing, analytical and problem solving skills
- Excellent written and oral communication and presentation skills

- Excellent data gathering and analytical skills in particular coastal zone information gathering techniques
- Sound knowledge of local and international environmental management issues in particular ecosystem management.
- Excellent swimming, scuba diving and snorkeling skills
- Ability to effectively communicate at all levels
- Ability to work effectively in a team environment.
- Competence in the use of relevant computer programmes.

Minimum Required Education and Experience

- Undergraduate degree in marine/environmental/natural science, or related discipline.
- Certified diver;
- Experience in underwater ecological assessments would be an asset.
- Training in supervisory management
- Three years' experience in a similar post