



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Coordinator, Protected Areas Systems
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Protected Areas
REPORTS TO:	Manager Protected Areas Branch
MANAGES:	Environmental 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 Resources

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:

- Develop and implement policies, plans and programmes for the protection, mitigation, rehabilitation and or recovery of species and ecosystems
- Monitor the ecological status of watersheds, wetlands, coastal and marine resources.
- Manage protected areas declared/designated under the Natural Resources Conservation Authority 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.

Ecosystems Management 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 – Manages existing protected areas under the NRCA and recommends the designation/declaration areas for the long term conservation and sustainable use of its ecological systems, biodiversity and/or specific natural, cultural or aesthetic resources.

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

Job Purpose:

Under the general direction of the Branch Manager, the Coordinator, Protected Areas Systems develops/reviews the operating systems, policies, regulations and guidelines for protected areas; implements Jamaica's responsibilities under international conventions and protocols; supervises the activities of the Unit ensuring effective and efficient delivery of service.

Key Outputs:

- Recommendations for designation/declaration of protected areas
- Assigned Protected Area management, operational and zoning plans.
- Reports on monitoring of management agreements.
- Management effectiveness evaluation reports.
- monitoring, programme, implementation, evaluation Reports.
- Deliverables related to responsibilities under international conventions and protocols.
- 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 to facilitate the efficient management and delivery of service from the Branch.
3. Participates in the design and implementation of projects and the incorporation of project outputs within the Branch/Division. .
4. Prepares and submits reports on the activities of the regional unit as required.
5. Leads/participates in research to inform the work of the Branch.
6. Collaborates with the Public Education and Corporate Communication Branch 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*

Systems/policy Development

- 1 Develops and maintains guidelines relating to the implementation and management of protected areas
- 2 Prepares and submits justifications for proposed protected areas.
- 3 Assists with the review and maintenance of Jamaica's System of Protected Areas policy.
- 4 Assists in the design and maintenance of the cost recovery programme for protected areas.
- 5 Assists with the review of protected areas management/operation plans.

Permits and Licensing

- 6 Reviews applications, Environmental Impact Assessments (EIAs) and Terms of References (TORs)
- 7 Conducts site investigations and submits reports to relevant authority.
- 8 Ensures that site investigations are conducted and reports submitted by other members of the unit
- 9 Prepares submissions to the Internal and Technical Review Committees.

Jamaica's responsibilities under International Conventions and Protocols

- 10 Analyses and interprets strategic plans, programmes and projects into national action and coordinates implementation of same.
- 11 Prepares reports for submission to Secretariats of international conventions and protocols.
- 12 Prepares submissions for designation of additional sites under the Convention on Wetlands (Ramsar Convention)
- 13 Ensures that the Agency's financial, administrative and other obligations under conventions and protocols are met.
- 14 Prepares reports, papers and presentations as requested.

C. Supervisory

1. Develops/reviews 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 HRMD Branch.
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, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Recommend staff leave

Performance Standards:

- Work programmes are designed to achieve the Agency's corporate objectives and are implemented in an effective and timely manner.
- Established targets are consistently attained.
- Applications for permits and licensing are processed within established guidelines and timeframes.
- Policies, guidelines, regulations are current and in keeping with the Agency's objectives.
- Obligations under international conventions and protocols are maintained and activities clearly and effectively translated to meet national needs.
- Activities of the unit are carried out within established guidelines.
- Reports/correspondences/information are accurate and on time
- Staff are effective and efficient
- Good coordination and effective working relations exist with other units/divisions, clients and associates.

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Please Add	
Divisional Director and Senior Manager	Provide technical information
Managers in other technical Branches	Collaborate on technical matters
Coordinators in other technical branches	Collaborate on technical matters

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

Contact (Title)	Purpose of Contact

Working Conditions

- Typical office environment
- Occasional exposure to unsafe/unhealthy environments.

Required Competencies

- Excellent Interpersonal Skills
- Excellent planning and organizing skills
- Excellent writing and presentation skills
- Sound knowledge of local and international environmental management issues in particular conservation and protection
- Ability to effectively communicate at all levels
- Excellent knowledge of international treaties and protocols
- Excellent analytical skill.

Minimum Required Education and Experience

- Undergraduate degree in environmental management/or natural resources planning.
- Training in Supervisory Management
- At least two years' experience in a similar or related position.