



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Officer – Coastal
JOB GRADE:	6
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Ecosystems Management
REPORTS TO:	Coordinator
MANAGES:	n/a

This document will be used as a management tool and specifically will 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 four 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 - Designates and manages sensitive Ecosystems as Protected Areas.

Job Purpose:

The Environmental Officer is responsible for monitoring the coastal and marine resources within Jamaica's coastal zone and the implementation of programmes for their conservation and sustainable use. The position is also required to conduct investigations into environmental incidents and conduct assessments of the impact of development on coastal and marine ecosystems.

Key Outputs:

- Conservation/rehabilitation programmes
- Environmental incidents reports
- Technical advice/support

- Reports on the impact of development on coastal and marine ecosystems
- Public education materials

Key Responsibility Areas:

A. Technical/ Professional Responsibilities

1. Monitors and assesses reef, mangrove and seagrass health, beach erosion changes and trends, and participates in strategic research to respond to the major threats to reef health.
2. Investigates and identifies vulnerable communities in the coastal zone area and maps coastal hazards; participates in the implementation of programmes to build resilience and adapt to climate change in these communities.
3. 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. Conduct of audits of environmental permits granted for the relocation of coastal and marine resources.
5. Provides technical support in the processing of applications related to ecosystems including the preparation of submissions and technical agreements; participates in Internal and Technical Committee evaluation meetings as required
6. Participates in the preparation of zoning plans for protected areas, the coastal zone management plan, environmental sector report for the Development Orders and assists with updating the coastal atlas.
7. Provides technical support to the Beaches and Coastal Resources Committee of the NRCA and monitor the status of the NRCA's beaches.
8. Participates in the design and delivery of public education and community outreach programmes and collaborates with non-government and government organizations as appropriate to facilitate the advancement of the Unit's work.
9. Represents the Branch/Agency at meetings, conferences and other meetings as required.

B. Other

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:

Performance Standards:

- Established 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

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Enforcement Officers	Collaborate on enforcement action.
Officers in other Branches	Information sharing, collaboration on cross functional work teams, application review.
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
Please Add additional ones	

Working Conditions

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

Required Competencies

- Good interpersonal skills
- Good planning, organizing and presentation skills
- Good investigative, conflict resolution and problem solving skills
- Sound knowledge of local and international environmental management issues
- Sound knowledge of Rapid Ecological Assessments
- Ability to effectively communicate at all levels
- Ability to work in a team
- Excellent written and verbal communication skills
- Knowledge and experience in the use of GIS software and competence using GPS technology
- Knowledge of coastal species, natural communities, ecosystems and ecosystem processes.
- Excellent data gathering and analytical skills in particular coastal zone information gathering techniques

Minimum Required Education and Experience

- Undergraduate degree in marine/environmental/natural science, or related discipline;
- One year working experience in coastal zone management or natural resource/ecosystem management;
- Certified diver; and experience in underwater ecological assessments