



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Coordinator Pollution Prevention
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Pollution Prevention
REPORTS TO:	Manager Environmental Management
MANAGES:	Environmental Officer

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 water pollution 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 coordinating and supervising the activities of the Unit in the implementation of programmes to facilitate the promotion of, and compliance with, existing environmental regulations to prevent and/or reduce the impact of pollution on the marine and terrestrial environment as well as the environmentally sound management of hazardous waste.

Key Outputs:

- Recommendations on applications processed
- Reports on investigations/ conducted
- Annual licensees compliance assessment schedule
- Public education materials
- Reports, research papers
- Technical advice/guidance
- 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 as well as the development and implementation of systems, programmes and tools facilitate the efficient management and delivery of service from the Branch.
3. Participates in the design and implementation of projects and the institutionalization of project outputs within the Division
4. Prepares and submits reports on the activities of the unit as required.
5. Participates in the design and delivery of public education and community outreach programmes to create public awareness and promote environmental stewardship among public and private sector industries on waste management & reduction as well as the management of hazardous waste and adherence to existing regulations.
6. Represents the Branch/Sub-Division/Division/Agency at meetings and other functions as directed.

B. *Technical/ Professional Responsibilities*

1. Provides/supervises the provision of technical assistance and guidance on pollution prevention matters including the:
 - Disposal of hazardous waste
 - Review of documents submitted as a result of existing regulations,
 - Closure of facilities that would generate hazardous waste
 - Removal of underground storage tanks of potentially hazardous material.
 - Review of plans and proposals for remediation of pollution incidents of hazardous waste on and within the terrestrial environment.
 - Requests for information
2. Coordinates the assessment of companies' compliance with environmental policies, practices, standards and regulations and participates in the development and implementation of corrective actions to address cases of non-compliance.

3. Provides technical support in the processing of applications related to pollution prevention and participate in Internal and Technical Committee evaluations.
4. Supervises/conducts special investigations and prepares reports for submission to the Branch Manager.

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:

- Recommend corrective action/penalty for non-compliance
- Determine work schedule/assignments of team members
- Recommend staff leave.

Performance Standards:

- Established personal and Unit targets are consistently achieved
- The operations of the Unit are effectively managed to enable efficiency, cost savings and a productive and engaged cadre of staff
- 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
Applications Processing Branch	Provide assistance with applications
Public education staff	Collaborate on design and conduct of public education programmes
Other Branches	Provide technical support, participate in cross-functional projects

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

Contact (Title)	Purpose of Contact
Licensees	Conduct compliance audit, review self-monitoring reports, provide technical guidance

Working Conditions

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

Required Competencies

- Excellent Interpersonal Skills
- Excellent planning, organizing, analytical and problem solving skills
- Excellent presentation skills
- Sound knowledge of local and international environmental management issues
- Ability to effectively communicate at all levels
- Sound knowledge of waste/environmental management.
- Competence in the use of relevant computer programmes

Minimum Required Education and Experience

- Undergraduate degree in environmental science or natural sciences.
- Certificate/Training in Supervisory Management
- Proficiency in computer applications and databases
- At least two years experience in a similar position