



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Enforcement Inspector (Negril)
JOB GRADE:	4
POST NUMBER:	
DIVISION:	Legal and Enforcement
BRANCH:	Enforcement
REPORTS TO:	Enforcement Coordinator
MANAGES:	n/a

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:

To provide legal and enforcement services to the National Environment and Planning Agency, the Natural Resources Conservation Authority, the Town and Country Planning Authority and the Land Development Utilization Commission (NEPA/NRCA/TCPA/LDUC) in maintaining compliance with environmental, planning, land utilisation laws and regulations. It also provides administrative and secretarial support to the NRCA, TCPA, NEPA Advisory Board and their sub-committees. The Division is organised in three branches as shown below:

1. ***The Legal Services Branch:*** The Legal Services Branch provides legal services to the NEPA/ NRCA/TCPA/LDUC on the implementation of the integrative legislative framework for managing Jamaica's natural resources and the built environment. The key functions include: representing the Agency and/or Authorities in legal hearings, such as the prosecution of environmental crimes, restrictive covenant hearings and appeal hearings; preparing position papers and conducting gap analysis on the various laws and regulations administered by the Agency and Authorities as well as compliance with international and regional treaties and agreements
2. ***The Enforcement Branch:*** enforces and ensures compliance of the environmental and planning laws, regulations and standards administered by NEPA through the monitoring of decision taken by the Authorities with respect to Permits/Licence/Approvals and the conduct of investigations to detect breaches of environmental and planning laws. The Branch also responds to wildlife incidents and assists with the removal/retrieval of wildlife as well as assist in disaster assessments
3. ***The Boards Secretariat:*** provides professional administrative and secretarial services to the Natural Resources Conservation Authority – NRCA, the Town and Country Planning Authority – TCPA and the Land Development and Utilization Commission – LDUC and their subcommittees.

Job Purpose:

Conducts routine and special monitoring activities to ensure compliance with environmental and planning Acts and regulations. Assists with the promotion of national goals towards sustainable development.

Key Outputs:

- Inspection plan
- Compliance reports
- Enforcement instruments
- Investigation reports/Case files
- itinerary

Key Responsibility Areas:

A. Technical/ Professional Responsibilities

- 1 Conducts post permit/licensing inspections on approved developments to ensure that operations are being carried out according to stipulated terms and conditions.
- 2 Observes activities of general public within designated areas to ensure compliance with environmental laws and regulations.
- 3 Undertakes inspection of special facilities (e.g. hospitals, abattoirs, sewage treatment systems) to ensure compliance with environmental laws and regulations.
- 4 Conducts site visits in response to complaints/allegations of violation of environmental and planning laws and regulations.
- 5 Assists with monitoring of special seasons programmes
- 6 Prepares and submits reports to supervisor for action.
- 7 Collaborates with local community groups/agencies in the coordination and delivery of public awareness programmes on environmental and planning issues.
- 8 Makes presentations to local organizations (e.g. Churches, schools, community groups) on environmental and planning issues.
- 9 Represents the Division/Agency at local community meetings/functions.

Other

- 10 Attends court to provide evidence on behalf of the Agency.
- 11 Keeps abreast of trends and changes in environmental management in particular enforcement related matters.
- 12 Performs other related duties that may from time to time be assigned

C. 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:

- Administer administrative enforcement sanctions for breaches of environmental and planning laws, and other conditions within permits/licensees
- Determine the inspection method to be used for licensees/permittees within assigned portfolio.

Performance Standards:

- Established personal targets are consistently achieved
- Key outputs and deliverables are produced in keeping with established technical, professional and Agency standards.
- Established Compliance and enforcement operating principles, guidelines, and protocols are consistently.
- Confidentiality and integrity are maintained in the conduct of professional and personal business

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Officers in other Branches	Information sharing, collaboration on cross functional work teams, application review
Technical Review Committees	Participate in reviewed meetings
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
Partners and stakeholders	Collaborate on compliance and enforcement matters
Licensees/Permittees	Conduct inspections, serve enforcement instruments, provide information
General public	Response to complaints, provide information, public education

Working Conditions

- Exposure to unsafe/unhealthy environment from site visits, investigations etc.
- Frequent travelling within assigned region
- Typical office environment

Required Competencies

- Excellent interpersonal skills
- Excellent research skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to effectively communicate at all levels
- Basic knowledge of land surveying techniques
- Ability to work effectively in a team environment.
- Competence in the use of relevant computer programmes.

Minimum Required Education and Experience

- Associate Degree or Diploma in Natural Resources Management or Planning Technology
- Four CXC subjects including English language and a science subject
- Proficiency in computer applications
- At least two years' experience in similar or related position.

Special Requirement associated with the Job

The Enforcement Inspector is required to be mobile.