



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Coordinator- Technical Services
JOB GRADE:	7
POST NUMBER:	140262
DIVISION:	Environmental Management & Conservation
BRANCH:	Pollution Monitoring & Assessment
REPORTS TO:	Manager - Pollution Monitoring & Assessment Branch
MANAGES:	Lab Technicians, EMS 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 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 the activities of the Laboratory in the testing and assessment of water and air samples; ensuring effective and efficient delivery of services through the implementation of quality management systems to facilitate the promotion of, and compliance with existing environmental regulations.

Key Outputs:

- Quality management manual
- Quality management procedures
- Tests reports and certificates
- Lab schedule
- Lab Annual Report
- Comments applications reviewed
- 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. Ensures that the unit's database, maps and reference materials are current and relevant.
3. Leads the preparation and maintains the unit's procedures and quality management manual.
4. Participates in the development/review of a costing mechanism for the services offered by the unit.
5. Develops schedule for the conduct of sampling exercises and analyses
6. Participates in the design and implementation of projects and the institutionalization of project outputs within the Division
7. Prepares and submits reports on the activities of the unit as required.
8. Coordinates lab review meetings and facilitates the auditing of the lab and maintain accreditation
9. Monitors the use of lab supplies and ensures adequate inventory (reagents & equipment) is maintained
10. Implement the lab maintenance and calibration programme
11. 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 laboratory procedures.
2. Coordinates the analysis of samples submitted by companies for compliance verification.

3. Analyses data from special investigations and prepares Certificate of Analysis.
4. Designs and delivers technical training to field staff and other personnel.
5. Provides technical advice/support to other sections of the Division and Agency as requested.
6. Coordinates the lab proficiency programme
7. Provides technical support in the processing of applications.

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 work schedule/assignments of team members
- Recommend staff leave.
- Liaise with other relevant internal branches
- Establishes and maintains a network of resource personnel within public and private sector laboratories and tertiary institutions.

Performance Standards:

- Established personal and Unit targets are consistently achieved
- The operations of the Lab 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
Technical branches	Respond to tests requests, provide test results, feedback on application

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

Contact (Title)	Purpose of Contact
Clients	Respond to tests requests, provide test results
Counterpart lab staff	Information sharing, networking

Working Conditions

- Typical office environment
- Frequent exposure to unsafe/unhealthy environments during the collection of samples
- Frequent exposure to poisonous and unhealthy chemicals during testing.
- Occasional exposure to hostile and insecure situations during field assignments.

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 chemical analysis and sampling techniques.
- Competence in the use of statistical tools and software

Minimum Required Education and Experience

- Undergraduate degree in Chemistry or environmental sciences
- Training in quality assurance/management
- Training in Supervisory Management
- At least two years experience in testing and quality assurance
- One year experience in a supervisory position.