



# NATIONAL ENVIRONMENT AND PLANNING AGENCY

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Coordinator - Beaches
<b>JOB GRADE:</b>	7
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Environmental Management & Conservation
<b>BRANCH:</b>	Ecosystems Management
<b>REPORTS TO:</b>	Manager, Ecosystems Management
<b>MANAGES:</b>	Beaches 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 Natural Resources Conservation Authority (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.

**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.

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

## **Job Purpose:**

The Beaches Coordinator will have strict responsibility for effective management of Natural Resources Conservation Authority (NRCA) public beaches as well as overall management of beaches islandwide with emphasis on public bathing beaches.

The Coordinator is responsible for managing a team of technical officers that:

- Implements the policies/programmes under the Beach Control Act to enable the proper and sustainable management of the coastal zone.

- Act in the capacity of the technical secretary for the Beaches and Coastal Resources Conservation Committee, a committee of the NRCA, to implement tasks assigned.
- Monitor, with the assistance of the Facilities Management and Operations Branch (FMOB), leases for NRCA Beaches.
- Monitor, with the assistance of the FMOB, the overall status of the NRCA beach properties.
- Prepare annual reports on the status of the NRCA beaches to include an assessment of the current physical state of the beaches.
- Conduct inspections of public beaches across the island to determine the environmental conditions, quality of amenities and safety facilities in place and monitor beaches for status of compliance as well as maintenance of public access and prescriptive rights.
- Prepare programmes to rehabilitate and develop public bathing beaches, including safety considerations and the conservation of beaches.
- Establish and maintain a database of all beaches in Jamaica.
- Liaise with the Municipal Corporations and the National Fisheries Authority regarding management of the beaches under their jurisdiction.
- Coordinate the staging of public education and awareness building activities relating to beaches management including but not limited to International Coastal Clean-up; as well as monitor and manage the activities of Adopt-a-Beach Programme.
- Assist in the development and maintenance of the beaches webpage and other media related beach matters.
- Assist in the preparation of policies related to beach management.
- With the assistance of the Applications Processing, Enforcement and Finance and Accounts Branches, establish a system to effectively track beach licences issued by the Authority.

### **Key Outputs:**

- Beach rehabilitation programmes
- Reports, research / technical paper
- Environmental incidents reports
- Technical advice/guidance
- Public education materials
- Recommendations on applications processed
- Comprehensive database of the status of all public bathing beaches
- National Beach Management website/webpage
- Operational Plan, Budget and Procurement Plan
- 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 facilitate the efficient management and delivery of service from the Branch.

3. Analyses data on status of all public bathing beaches and ensures the database is updated to enable the availability of current and relevant information; provides information to other branches/divisions and external agencies as requested.
4. Participates in the design and implementation of projects and the institutionalization of project outputs within the Division.
5. Prepares and submits reports on the activities of the unit as required.
6. Participates in the design and delivery of public education and community outreach programmes (including beach signage and annual coastal clean-up day).
7. Oversees the implementation of activities outlined in policies related to beach management.
8. Represents the Branch/Sub-Division/Division/Agency at meetings and other functions as directed.

### **B. Technical/ Professional Responsibilities**

1. Undertakes activities to report on inspections of public beaches across the island to determine the environmental conditions, quality of amenities and safety facilities in place.
2. Leads the development and implementation of beach rehabilitation programmes.
3. Leads the collection and mapping of the physical processes and factors that influence the status of beaches; guides the development and monitors the maintenance of the beaches database and website.
4. Coordinates and administers the National Exams for Lifeguards and periodically reviews the examination and licencing processes and makes recommendations for improvement where necessary.
5. Leads/conducts investigations into environmental incidents and extreme weather events impacting beaches and prepares respective reports; monitors the implementation of recommended clean up action and prepares post clean-up report; provides advice to external partners and affected stakeholders where necessary.
6. Provides technical support in the processing of applications related to beaches including the preparation of submissions and technical arguments; participates in Internal and Technical Committee evaluation meetings as required.
7. Provide technical support to other Branches including participating in the design and delivery of public education and community outreach programmes.
8. Investigates breaches of the Beach Control Act, Wild Life Protection Act and Natural Resources Conservation Authority Act and makes recommendations for enforcement actions.
9. Establishes and maintains a network of personnel/agencies /organizations/interest groups related to and/or interested in beach management.

### **C. Human Resource Responsibility**

1. Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing professionals who possess outstanding knowledge, experience, ethics, and

integrity.

2. Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies.
3. Coordinates the development of individual work plans and recommends performance targets for the staff assigned.
4. Participates in the recruitment and training of staff of the Division.
5. Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures.
6. Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity.
7. Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.
8. Ensures the well - being of staff supervised.
9. Effects disciplinary measures in keeping with established guidelines/practices.

#### **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 team members work programme.
- Authorize team members' vacation leave.
- Initiate investigation of breaches of the Beach Control Act reported or observed.

#### **Performance Standards:**

- Established personal and team 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.
- 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**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
Divisional Director	<ul style="list-style-type: none"><li>• Provide advice and contribute to decision making.</li><li>• Receive guidance and provide regular updates on key issues and priorities.</li></ul>

Senior Managers	To provide update and receive feedback
Manager, Ecosystems Management	<ul style="list-style-type: none"> <li>To receive instructions and to provide feedback.</li> <li>Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Property and Transport Officer	Collaborate on the monitoring, rehabilitation, and maintenance of NRCA beaches.
Enforcement Officers	Collaborate on enforcement action.
Officers in other Branches	Information sharing, collaboration on cross functional work teams, application review.
Technical Review Committees	Provide technical advice/present recommendation on applications reviewed.
Officers in Public Education Branch	Collaborate/provide information on design of materials and conduct of programmes.
Officers in the Information Technology Branch	Collaborate/provide information for publication on beaches webpage.
Officers in the National Spatial Strategy Branch	Collaborate/provide information for inclusion in the GIS database and preparation of maps.
General Staff	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships.</li> <li>Provide expert advice and exchange information.</li> </ul>

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

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Municipal Corporations	Maintenance of public bathing beach.
Urban Development Corporation	Maintenance of public bathing beach.
Tourism Enhancement Fund	Maintenance of public bathing beach.
General Public	Collaborate on matters, exchange information, provide advice and seek feedback

**Working Conditions**

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

**Required Competencies**

- Excellent interpersonal and leadership skills.

- Excellent planning, organizing, analytical and problem-solving skills.
- Excellent written and oral communication and presentation skills.
- Excellent data gathering and analytical skills in particular coastal zone information gathering techniques.
- Sound knowledge of local and international environmental management issues, in particular ecosystem management.
- Excellent swimming, scuba diving and snorkeling skills.
- Ability to effectively communicate at all levels.
- Ability to work effectively in a team environment.
- Competence in the use of relevant computer programmes.

#### **Minimum Required Education and Experience**

- Undergraduate degree in marine/environmental/natural science, or related discipline.
- Training in supervisory management.
- Certified diver
- Three years' experience in a similar or related post.
- Experience in underwater ecological assessments.