



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Officer-Watersheds
JOB GRADE:	6
POST NUMBER:	
DIVISION:	Environmental Management & Conservation
BRANCH:	Ecosystems Management
REPORTS TO:	Coordinator - Watershed Area Management

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, Watershed Protection 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:

Under the general supervision of the Coordinator – Watershed Area Management, monitor the activities in the watershed and promote environmentally sound practices to

ensure the protection and conservation of watershed resources for sustainable use in the assigned Watershed Management Unit; promote sustainable land management practices; conduct pre- and post-permit and licensing monitoring, assists with the enforcement of relevant laws and public education activities as required.

The Environmental Officer is anticipated to help in guiding the administration of the Watersheds Protection Act, 1963 and the principal law related to the island's management of watershed; Natural Resources Conservation Authority Act; and the Watersheds Policy for Jamaica (green paper) as well as several other policies, plans and pieces of legislation relevant to watershed management.

The post is to be stationed in the northern region with particular focus on the implementation of activities in the parishes of St. James, Trelawny, St. Ann and western St. Mary.

Key Responsibility Areas:

A. Investigations

- 1 Conducts site investigations in relation to permit and license applications where required.
- 2 Conduct investigations on the after effects of natural disasters and other extraordinary occurrences.
- 3 Conduct investigations into environmental breaches such as illegal dumping, illegal quarrying, bush fires etc. where required.
- 4 Conduct investigations into reports of wildlife breaches.

B. Monitoring

- 1 Monitor status of watershed to ensure activities are in adherence with standard policies.
- 2 Collaborate with and provide technical assistance to public and private sector entities, NGOs and other organizations in the execution of sustainable watershed activities.

C. Other Responsibilities

- 1 Participates in the design and delivery of public education and community outreach programmes.
- 2 Participates in the development of local watershed management committees.
- 3 Participates in the assessment of watershed resources as may be assigned.

- 4 Participates in the enhancement of strategic liaisons to ensure a ridge to reef approach to the amelioration of impacts on the watershed resources.
- 5 Participates in the development and implementation of projects geared at improving best practices and alternate livelihoods in watershed areas.
- 6 Participates in the implementation of special projects executed by the Branch.
- 7 Keeps abreast of trends and changes in environmental management in particular watershed management.
- 8 Performs other related duties that may from time to time be assigned.

Performance Standards:

- Established personal are consistently achieved.
- Key outputs and deliverables are produced in keeping with established technical, professional and Agency standards.
- Ensures that monitoring activities and investigations are carried out within established guidelines and timeframes.
- 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
Officers of the Branch/Division	Provide/ receive information Providing technical assistance
Coordinator, Watershed Area Management	Receive information and carry out task as provided
Manager, Ecosystems Management Branch	Receive information and carry out task as provided
Senior Manager - Conservation and Protection Subdivision	Receive information and carry out task as provided
Director - Environmental Management and Conservation Division	Receive information and carry out task as provided

Enforcement Officers	Collaborate on enforcement action.
Officers in other Division	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.

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

Contact (Title)	Purpose of Contact
Rural Agricultural Development Authority (RADA)	Support for best practices within the agriculture sector. To provide technical expertise for delivery of community interface
Social Development Commission (SDC)	Support for community development and outreach.
Forestry Department (FD)	Support for reforestation activities and technical advice.
Water Resources Authority	Supported for integrated water resource management activities.
Ministry with portfolio responsibility for environment and water	Support for the review and revision of the legislative and institutional frameworks for watershed management.
National Solid Waste Management Authority	Support for solid waste management activities.

Working Conditions

- Typical office environment.
- Exposure to unsafe/unhealthy environment from site visits, investigations etc.
- Occasional mental stress from interactions with difficult/ aggrieved persons.

Required Competencies

- Excellent interpersonal skills.
- Excellent planning, organizing, analytical and problem solving skills.
- Excellent written and oral communication and presentation skills.
- Excellent investigative skills.

- Excellent knowledge of watershed management regulations, policies and guidelines (on the Job).
- Excellent research data gathering and analytical skills specifically watershed and aquatic (freshwater) information gathering techniques.
- Competence in the use of relevant computer applications and programmes.
- In good physical health and have ability to walk/hike great distances over difficult terrain.
- Basic knowledge of navigation and land surveying techniques.
- Sound knowledge of local and international environmental management issues in particular ecosystem management.
- Ability to effectively communicate at all levels.
- Ability to work effectively in a team environment.

Minimum Required Education and Experience

- Undergraduate degree in environmental science/agriculture, chemistry, geography or related discipline;
- Three years' experience in a similar post.