



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Officer-Enforcement
JOB GRADE:	6
POST NUMBER:	141080
DIVISION:	Legal and Enforcement
BRANCH:	Enforcement
REPORTS TO:	Coordinator Enforcement
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:

Investigates and monitors activities on behalf of the Agency to ensure compliance with the environmental and planning Acts and Regulations.

Key Outputs:

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

Key Responsibility Areas:

A. Technical/ Professional Responsibilities

1. Conducts site visits to ensure the adherence of terms and conditions as laid out in Permits
2. Follows up action / monitoring of the response to warning notices, letters and other enforcement actions taken against Permittees/Licencees or entities to ensure compliance
3. Manages the inspection rotation or the frequency of inspection/monitoring of active permits/licences/approvals to ensure adequate coverage or attention during the course/time frame of the instrument
4. Implements or facilitates the implementation of stipulated sanction in the event of breaches.
5. Conducts facility assessment in order to assess the environmental impact of operation, practices and location.
6. Monitors activities of special declared open and closed seasons.
7. Reviews the conditions of the Permits, Licences and Planning Approvals granted
8. Ensures that proper environmental and/or monitoring programmes are being planned and implemented with respect to permit/licence/approval conditions
9. Reviews environmental monitoring reports that are submitted as a condition of a permit/licence/approval or in accordance with an approved environmental monitoring programme/plan for projects.
10. Facilitates discussion/clarification of the conditions of newly issued permit/licences/approvals with permittees and/or Enforcement Inspector/Officers
11. Provides technical support and supervision (inclusive of site visits) of the implementation of technical plans (i.e. remediation, environmental, closure, emergency response, and maintenance and spill pollution contingency plans) for permitted and non-permitted facilities island-wide.
12. Assists in the preparation of Legal and Enforcement Instruments to effect both legal and enforcement actions.

B. Administrative Responsibilities

1. Develops inter-agency and inter-branch relations and adopt collaborative measures where necessary in the execution of tasks and investigations
2. Attends inter-agency meetings, including those of the Local Authority sub-committees
3. Prepares and submits monthly report to supervisor
4. Prepares and/or ensures timely preparation of reports for submission to the Coordinator in respect of post permit/licence/approval and other monitoring activities carried out in the assigned region/geographic area

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
- Functional knowledge of investigative techniques
- Knowledge of environmental management and planning issues
- Ability to work effectively in a team environment.
- Competence in the use of relevant computer programmes.

Minimum Required Education and Experience

- Undergraduate degree in /environmental management/biology/natural sciences/Urban and Regional Planning or related discipline.
- At least two years' experience in a similar position