

## Environment Support Officer

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**Department:** Infrastructure, Housing and Environment

**Division:** Natural Environment

**Reports to:** Environment Officer

**JE Reference:** IHE1040

**Grade:** 7

### Job purpose

Undertaking comprehensive and accurate monitoring programmes to identify and highlight issues and trends relating to biodiversity, species conservation, water protection and management and enhancement of the outdoor environment. Results will inform the design and implementation of conservation initiatives in order to safeguard the Island's natural environment whilst maximising the health and wellbeing benefits for Islanders.

Providing analytical and technical support as part of scientific projects designed to protect, enhance and raise awareness of the Island's biodiversity, water and landscape, in order to deliver the Natural Environment directorate's local and international environmental commitments.

### Job specific outcomes

Implement the timetable for comprehensive monitoring programmes undertaken by the Land Resources Management Team, whether related to the protection, conservation and enhancement of the Island's biodiversity, habitats, marine and inland water (quality and quantity), and landscape to identify environmental trends and issues. Assess the effectiveness of ongoing initiatives and inform the design of new environmental programmes and strategies.

Collect and analyse samples and scientific data, and using specialised equipment and techniques, carry out field analysis and laboratory work that includes:

- living organisms within the habitats being studied, determining status and tracking changes in them and the ecological complexes of which they are a part of (including sampling, trapping, species counts / recording and surveillance);
- bathing water at designated beaches, ground water and abstractions and trade effluents (as a requirement under water resources and water pollution legislation for which the post holder is a designated officer) for chemical, micro-biological and biological analysis;
- qualitative and quantitative data aimed at understanding how landscape enhancement and conservation activities may benefit health and wellbeing.

Create, maintain and develop a robust database of scientific information and monitoring data that allows assessment of the progress and impact of environmental programmes and strategies, informs the achievement of team objectives and enables improvements to procedures, strategies and policy.

Highlight trends, report on research findings and discuss areas of environmental concern with senior environmental officers and colleagues from other directorates as appropriate, contributing to identifying opportunities and projects to protect and enhance the Island's biodiversity, natural resources, landscape and countryside access provision and/or to inform the design and implementation of other Government initiatives which may impact on the Island's eco-systems, natural landscape and water safeguard.

Assist the Regulation Directorates in collecting and analysing samples and providing witness statements as part of site inspections that inform enforcement operations and site clean-up of environmental incidents.

Take part in environmental awareness campaigns by contributing to the creation of reports for public presentation, assisting colleagues in the provision of educational talks and guided walks and the creation of educational and interpretative materials (signage, leaflets, web-based information).

Provide advice and assist in the implementation of practical strategies, guidelines, policies and procedures to support management and resolution of environmental protection and conservation matters.

Purchase scientific equipment and materials, ensuring compliance with Government accounting and procurement procedures and ensure maintenance and correct calibration of such equipment as appropriate to enable a rapid and adequate response for monitoring and research activities.

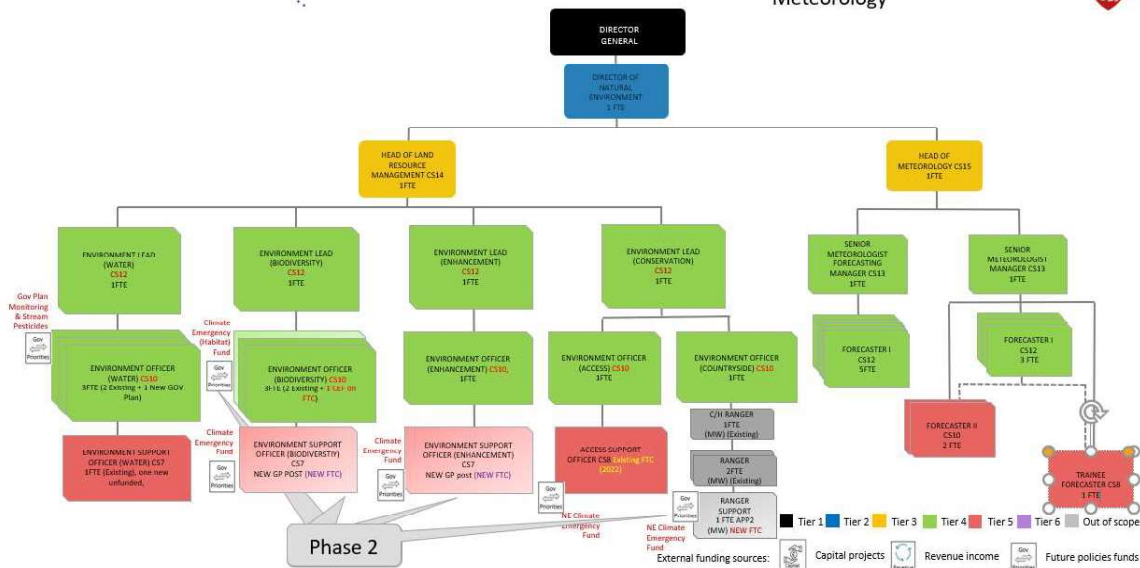
### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### **Services**

- Environment Support Officer - Biodiversity
- Environment Support Officer - Water
- Environment Support Officer - Enhancement

### **Organisational structure**



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Qualified to A Level or NVQ level 3 or BTEC National Diploma level or equivalent experience in a relevant specialism (e.g. biology, environmental science, zoology or other related disciplines)</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>The latest theory, practices and legislation as related to their industry (Environmental Protection, Environmental Codes of Practice), including ongoing Continuing Professional Development</p> <p>Knowledge of the latest best practise guidance for sampling and field work.</p>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>The activity and processes of Government</li> <li>Management reporting as it relates to this role</li> <li>The departmental priorities and key objectives, risks and issues relevant to the directorate, division and the role</li> </ul>
<p><b>Technical / Work-based Skills</b></p>		

<p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent analytical and exacting sampling skills</p> <p>Ability to undertake wide-ranging and numerous sampling and computerised data input duties to an exacting and scientific standard.</p> <p>Ability to use data management systems, and statistical software</p> <p>Computer literate with ability to operate the Microsoft Office package, GIS and data management and mapping software.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Problem solving and negotiation</p> <p>Strong relationship building and mediation skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, emails) to a high level for presentation</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience in applying research and sampling techniques and carrying out scientific and statistical analysis to identify trends and environmental issues</p>	

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

## Organisational structure

