

Job Title:	Assistant Environmental Officer Level 2		
Department:	Policy, Economy & Corporate Services	Section:	Environment
Reports to:	Head of Environment		
Grade:	E1	Job Code:	615EA1
Job Purpose			
To provide high level administrative and logistical support to the Environment Department to enable the delivery of a wide range of environmental strategies, programmes and initiatives.			
Main Accountabilities			
<p>Administrative and logistical duties</p> <ul style="list-style-type: none"> Support all aspects of the Department by carrying out high level administrative tasks, including answering and forwarding phone calls and emails within the Department, and acting as the first point of contact for all public queries to the Department. Procuring goods and services, keeping track of delivery dates, organising collection from suppliers, forwarding of invoices for payment, and assisting with the management of contracts. Prepare and process research permits for environmental research. This includes providing advice for the approval of such permits either through the Environment Committee or by the Environment Department. Prepare permits for visits to FIG-owned islands, including briefing members of the public about the content of such permits and the requirements for the permits. Prepare and process any other routine licence applications. Carry out field site inspection visits as required and follow these up as necessary with a written and/or verbal report <p>Meetings and Visits Co-ordination</p> <ul style="list-style-type: none"> Schedule internal & external meetings and arrange logistics for meetings and interviews as necessary ie booking meeting rooms, catering, setting up VTC equipment etc. Arrange visits, (including site visits etc). This will include, but not be limited to, making travel & accommodation bookings and preparing itineraries for individuals/groups as required. Take minutes and prepare and collate agendas and any documents for meetings, such as the Environmental Committee and Environment Strategy Board. Organising pre-briefs for important meetings, coordination of briefing packs, and preparation of speeches or presentations & slides as required. 			

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Main Accountabilities continued			
<p>Joint Working, Outreach and Communications</p> <ul style="list-style-type: none"> Assist with public consultation/engagement, and joint working with other departments within FIG, as well as with environmental organisations and the general public to implement environmental legislation, policy and procedures. Provide basic environmental compliance advice to other FIG departments, to implement FIG's current and emerging environmental policies, taking account of relevant national policy and legislation. Prepare communications and outreach materials for environmental information campaigns, such as avian influenza and reducing waste, and ensure the Department website is kept up to date. Assist with the organisation and running of community outreach events, such as tussac planting on Cape Pembroke, beach cleans and Farmers Week events. <p>Policy development and implementation</p> <ul style="list-style-type: none"> Contribute to the formulation of environmental policy by undertaking ad hoc one-off projects, conducting background research and preparing written and/or verbal summaries of the information gathered in a timely and efficient way. <p>General</p> <ul style="list-style-type: none"> Monitor and report on environmental compliance for any pollution prevention control as may be necessary. Support the conservation of protected sites and species, including the implementation of the Stanley Common Management Plan. Contribute to the operation of the Department by identifying potential problems, making recommendations for improvements to service delivery, and promoting the services delivered by the Department. Perform and assist with other administrative/clerical duties in the wider department when necessary in order to cover for staff absences and in the interests of the efficient operation of the service. <p>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</p>			
Additional Information			
<p>The Assistant Environmental Officer will be required to spend time both in the field and in the office and may in rare circumstances be called on to work outside of normal office hours. The role requires flexibility and effective time management and task prioritisation. The Assistant Environmental Officer is also expected to interact effectively with members of the public on an ongoing basis, and must maintain a professional manner at all times.</p>			

Person Specification:	Assistant Environmental Officer Level 2		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
NB Equivalent combinations of educational qualifications and experience may be considered.			
5 years relevant experience, (gained either in the workplace, during school/college/university or via an apprenticeship, or whilst volunteering or taking part in other similar activities) which demonstrates clear evidence of the capacity to communicate effectively, think critically, listen actively, build consensus, plan effectively, apply a high level of emotional intelligence, multi-task effectively and deliver clear tangible outcomes	✓		A/I/R
Good research and analytical skills	✓		A/I/R
Excellent communication and interpersonal skills sufficient to deal in a professional manner with members of the public, government officers and elected members	✓		A/I/R
Able to quickly build good relationships with new people and work with them find the best solution that meets everyone's needs where possible	✓		A/I/R
Sound level of computer literacy and good working knowledge of MS Office (Word, Excel, PowerPoint, etc.), and willingness to learn further IT and database skills (such as GIS) on the job	✓		A/I/R
Excellent organisational and decision-making skills along with the ability to prioritise and multi-task effectively	✓		A/I/R
Able to work well independently, as well as part of a small team and be sufficiently flexible to accommodate variable workloads	✓		A/I/R
Well organised and self-motivated, with the ability to work with minimum supervision and maintain motivation and effort and deliver results at pace	✓		I/R
Willing to assist other members of staff during busy periods and able to identify and respond positively to the needs of colleagues	✓		A/I/R
Able to produce high quality documents and reports and develop and maintain spreadsheets	✓		A/I/R
Flexible and able to adjust quickly to existing and new systems	✓		I/R
Works with discretion and maintains a high level of confidentiality at all times	✓		I/R

Person Specification:	Assistant Environmental Officer Level 2		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience continued			
Experience in minute taking or note taking	✓		A/I/R
Relevant work experience in an environmental field including field work as well as office/desk-based work		✓	A/I
Understanding of environmental issues in the Falkland Islands		✓	A/I
Ability to develop own ideas and solutions to environmental issues		✓	A/I/R
Experience with stakeholders, public engagement or media relations		✓	A/I/R
Personal Attributes:			
A practical and strategic approach to work	✓		I/R
Good attention to detail	✓		I/R
Ability to work independently	✓		I/R
Interest in scientific or environmental matters	✓		A/I
Forward-thinking and proactive	✓		I/R
Alignment with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Education, Qualifications & Training			
A-Levels, NVQ 3 or equivalent in a relevant subject such as Geography, Environmental Studies or Natural Sciences etc	✓		A
GCSE Grade C/4 or equivalent in Maths and English	✓		A
Full driving licence	✓		A
Undergraduate degree in a relevant subject area such as Geography, Environmental Studies or Biology etc		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment: A - Application Form I - Selection Interview R – Reference O - Other