

Department:	Policy, Economy & Corporate Services	Section:	Environment
Reports to:	Head of Environment		
Grade:	C	Job Code:	617BPA
Overall Purpose of the Role			
The Environment Policy Officer (Biodiversity) will play a key role in advancing management and protections of biodiversity, through policy development and operational programmes of the Environment Department.			
Key Role Activities			
- Supporting the Head of Environment in delivering on the Environment Department's strategic and operational remit. - Lead on the detailed policy work, development of legislative options and recommendations, and legislative drafting instructions necessary to prepare or update biodiversity-related policies or legislation, in-line with government priorities and commitments. - Lead on the preparation and implementation of effective management plans, management agreements, negotiations and consultations, for biodiversity, wildlife, species, and protected areas, in partnership and collaboration with stakeholders. - Contribute to other areas of biodiversity and species management, enhancement, protection, policy development and implementation, and on-ground conservation interventions (such as habitat restoration, biodiversity planning and species recovery). - Lead on reporting for international commitments such as the Convention of Biological Diversity, Convention on the Conservation of Migratory Species, and the UK Overseas Territories Biodiversity Strategy. - Build strong professional relationships within FIG and external stakeholders to enhance collaboration and coordination across government and the wider community, in relation to environmental matters. - Manage biodiversity-related projects and ensure their delivery on time, within budget and to a high standard, which may include procuring and managing service contracts. - This role will involve communication and engagement aspects, such as representing the Department on various committees, groups, or workshops, providing content for press articles, interviews with media, and public statements or facilitating public events.			

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Key Role Activities continued			
Development within the role: • Seek opportunities to actively share knowledge and learning with peers and colleagues. • Improve understanding of issues affecting FIG, particularly in relation to the environment. • Gain knowledge and understanding of the Falkland Islands' natural environment as well as FIG's business and service roles. <i>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.</i>			
Additional Information			
The Falkland Islands is a special place with unique biodiversity and landscapes. This role provides an exciting opportunity to contribute to tackling threats to biodiversity and shaping policy and conservation actions that will help to responsibly manage it for the benefit of current and future generations. The Environment Department is a dynamic workplace, where on any given day you may be dealing with topics as diverse as wildlife, waste management or water. Working as part of this small team means getting involved in different aspects of the Department which can include practical, field-based support and helping with varied tasks. The position will include daily interaction with members of the Environment Department and the wider Policy, Economy and Corporate Services Directorate, as well as regular contact and working with other departments across government, as well as with external stakeholders.			

Person Specification:	Environment Policy Officer (Biodiversity)		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 5 years relevant work experience in government, non-governmental organisations, industry, research or similar, with an environmental, scientific or policy focus	✓		A/I/R
Experience with developing environmental policy, legislative options and recommendations	✓		A/I
Experience with preparation and implementation of plans or agreements for biodiversity, wildlife, species, or protected areas	✓		A/I
Advanced understanding of environmental issues and impacts and, especially, of biodiversity threats, management and protections	✓		A/I
Experience with developing and managing projects, including managing budgets and service contracts	✓		A/I
Excellent interpersonal and negotiation skills with the ability to build and influence effective relationships with a variety of people and create enthusiasm and commitment to a shared vision	✓		A/I
Advanced skills with Microsoft Office suite, particularly Excel, PowerPoint and Word	✓		A/I
Excellent environmental and/or scientific data management, analysis, presentation and interpretation skills, including the ability to effectively analyse complex information and use it to make robust policy recommendations	✓		A/I
Excellent organisational and time management skills with ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		A/I/R
Demonstrated ability to identify pragmatic solutions to complex problems	✓		I
Demonstrated ability to work in a team and build effective working relationships	✓		I/R
Demonstrated ability to undertake outdoor fieldwork, site assessments and surveys, sometimes in inclement weather	✓		A/I
Experience in working with non-governmental and scientific organisations on collaborative initiatives		✓	A/I
Experience in working with GIS to analyse spatial information and produce maps		✓	A/I

Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A
A practical, strategic & flexible approach to work	✓		I/R
A high level of accuracy and attention to detail	✓		A/I
Resilient and able to cope with changing work priorities	✓		A/I/R
A positive and proactive attitude	✓		A/I
A logical approach to tackling challenging problems	✓		A/I
Qualifications & Training			
Undergraduate degree or equivalent qualification in a relevant discipline, such as environmental science or management, natural sciences or similar	✓		A
Master's Degree or postgraduate qualification in environmental sciences or management, natural sciences or similar discipline	✓		A
Current valid driving licence	✓		A
Professional qualifications related to environmental management or science, natural science, or similar		✓	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