

Position Description

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| Job Title: | Green Guardian |
| Department: | Any Department / Unit |
| Grade: | Assistant Manager |
| Reports To: | Managerial / Professional Position |
| Objective of Role: | In the role of Green Guardian, the individual is responsible for environmental monitoring (land and marine) to help evaluate the performance of environmental programs and identify strategic priorities. This position is required to provide quality Customer Service and create value for the general public. |

Duties and Responsibilities

- Contribute to the objectives of the Agency by effectively planning, organising, leading and controlling the assigned responsibilities;
- Serve as a point of reference for the Agency in the assigned responsibility;
- Participate and represent the Agency in internal and external meetings including but not limited to commissions, committees, training seminars, public consultation meetings, hearings, negotiation and mediation, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the Agency;
- Observe and comply with guidelines and directions as may be issued by Senior Management;
- Inform, advise and report to immediate superiors on matters, developments, issues and cases;
- Resolve issues and cases that fall within the assigned responsibilities
- Participate in internal and external investigations and may monitor other externally engaged environmental monitoring teams, as deemed necessary;
- Participate in media, awareness-raising and PR activities;
- Address enquiries and complaints and provide information and reports with recommendations;
- Support and substitute other units in attaining the Agency's goals and deliverables;
- Is expected to work outside normal Office hours to meet deadlines
- Implement systematic, integrated and technically-competent evaluations of possible environmental impacts, implications, alternatives and solutions in relation to draft plans and proposed Projects;

- Take into consideration all relevant strategic, site-specific and detailed environmental issues; environmental policies, legislation, regulations and standards; environmental sensitivity of potentially affected sites/areas, including their context, topographical and environmental characteristics, protected and designated areas and important environmental features and concerns;
- Carry out and manage site inspections, on-site surveys, research and statistical analysis as appropriate; and compile evidence including taking of photographs or measurements; interpret cartographic, photographic, archival and other relevant information, the physical environment, site characteristics and topographical features; review and analyse site/case histories, including comparison of aerial photos, base maps, enforcement cases, permits, previous responses etc.;
- Lead and guide the analysis of environmental impacts, issues and complications (including those of a cumulative, synergistic, direct, indirect, consequent, permanent, temporary or unclear nature) and their expected significance, magnitude, duration, timing, geographic range and area of influence, as may be relevant, meaningful and appropriate;
- Consider possible alternatives, and pre-emptive mitigation, restorative or compensatory measures to avoid, reduce, offset, remedy or reverse environmental impacts or to facilitate follow-up action;
- Ensure liaison with other colleagues and teams and engage with environmental specialists, experts, stakeholders and the public as appropriate; and carry out consultations and participate in meetings, Communications and public hearings as appropriate;
- Manage and provide technical guidance and specifications or Terms of Reference for any required submissions including detailed environmental studies, revised documentation and drawings, Works method statements, construction Management plans, and post-assessment monitoring;
- Ensure effective delivery of integrated responses and recommendations in a timely, effective, comprehensive and honest manner;
- Carry out statistical and information / data analysis related to environmental assessment;
- Adopt a strategic approach to plan-level environmental assessments, including SEA consultations and other consultations on draft plans, legislation, strategies, policies and programmes, and advise on their possible significant environmental issues and impacts;
- Manage and participate in strategic environmental monitoring and strategic auditing of environmental assessments to determine their effectiveness in influencing decisions and addressing environmental issues, conformity with requirements, standards, procedures, legal obligations and any required improvement;
- Analyse, report, present and approve outcomes of environmental assessments in a robust, honest and trustworthy, structured and technically-competent manner to inform and explain the basis of decisions and recommendations;
- Lead, develop, report and follow-up the Agency's position and recommendations;
- Manage, prepare, and deliver effective reports and presentations on environmental assessments, including recommendations and actions to be taken forward in relevant decisions or other appropriate fora;

- Manage and report the outcome of environmental assessments, including recommended actions and suggested conditions to enable follow-up and Coordination of other regulatory functions of the Agency.
- Perform any other tasks and duties as required or directed by the Unit Head and / or Senior Management.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Job Entry Requirements / Qualifications and Skills

- A minimum bachelor' degree (MQF Level 6) with a minimum total of 180 ECTS credits in an environment-relevant social, natural or applied science in any of the following: Biology, Chemistry, Geography, Environmental Planning, Environmental Management, Environmental Science, Natural Resources, Earth Systems, Ecology and Environmental Conservation or comparable qualification as recognised by NCFHE.
- Alternatively in case of no and first degree, a master's degree (MQF Level 7) with a minimum of 90 ECTS credits in an environment-relevant social, natural or applied science in any of the following: Biology, Chemistry, Geography, Environmental Planning, Environmental Management, Environmental Science, Natural Resources, Earth Systems, Ecology and Environmental Conservation or comparable qualification as recognised by NCFHE.
- Experience in environmental Management, sciences or assessments will be considered an asset.
- Knowledge of duties and responsibilities of post.
- Good organisational skills;
- Ability to assimilate and analyse Information;
- Ability to work unsupervised within own area of responsibility;
- Good report writing skills;
- Ability to work under pressure.
- Driving license