



Making Barbados Work Better

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CIRCULAR

FROM: CHIEF PERSONNEL OFFICER
TO: Permanent Secretaries
Heads of Departments
DATE: July 26, 2017

**Details Regarding the Vacant Post of
Buildings Development Officer, Environmental Protection
Department, Ministry of Environment and Drainage**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the above-mentioned posts.

QUALIFICATION REQUIREMENTS:

- (a) *A degree in Civil or Environmental Engineering, Environmental Science or Architecture; and not less than two years' relevant experience; or*
- (b) *A diploma or associate degree in Environmental Science, Environmental Health or Civil Engineering Technology; and not less than four years' relevant experience.*

SALARY SCALE:

Z13-8: \$47,918.88 x 1,484.04 - \$55,339.08 per annum.

DUTIES AND RESPONSIBILITIES:

- Conducts research and provides comments on technical matters related to pollution prevention, preservation, protection, enhancement and management of the environment and consequently human health;
- Investigates impacts from proposed developments to ecosystems and human health from pollutants identified on the register of pollutants;
- Processes building development applications and makes recommendations in accordance with Health Services Act, Cap. 44 and Regulations, Marine Pollution Control Act Cap. 392A and other relevant environmental management legislation and policies within thirty days (30) days of receipt of complete application.
- Monitors development activity for compliance with: the relevant acts, regulations, policies, plans and programmes of the Government of Barbados; and conditions of approval issued by the Department for that development;;
- Investigates building related complaints within twenty-one working days on receipt of complaint;
- Communicates with the public to clarify matters related to building development applications or matters associated with acts, regulations, polices, plans or programmes and other international standards;
- Works with other sections of the Department to identify potential impacts to the environment and or human health; and to ensure coordinated implementation of the Vision, Goals, Plans and Programmes for the Department;
- Complies and submits information for Sectional Programme Budget Document and Estimates of Expenditure and quarterly work plans by agreed deadlines and in accordance with the approved format;
- Prepares monthly reports in conformance with sectional SOP's and quality standards by agreed deadlines;
- Represents the Director at local, regional and international meetings, workshops, seminars and conferences as required;

- Drafts appropriate certificates of compliance, permits, licenses, or notices in accordance with national legislation, statutes and policies;
- Presents evidence generated from enforcement and compliance programmes to relevant bodies when necessary;
- Responds to natural disasters and other hazard events in accordance with established legislation, policies and emergency contingency plans of the Department as required;
- Identifies develops and executes public awareness and educational programmes as required and within specified timeframes;
- Operates relevant equipment, perform data capture and analysis, as well as in field calibration in accordance with factory specification as required;
- Assists with the preparation of research proposals including cost estimates to advance building development policies, plans and programmes;
- Performs other related duties as may be assigned;
- Executes all functions in accordance with the Department's policies and standard operating procedures; and
- Provides input in the assessment of the efficiency plans, projects and programmes executed annually by the technical section and provide suggestions for improvements.

KNOWLEDGE REQUIREMENTS:

- Knowledge of the mission, vision and goals of the Department;
- Knowledge of the review or architectural and engineering drawings in relation to health issues;
- Computer literacy;
- Knowledge of the functions and duties of the post and how they contribute to the mission and vision of the organization;
- Knowledge of the General Orders and the Public Service Act Cap. 29;

- Knowledge of Public Health discipline; and
- Knowledge of relevant legislation, acts, regulations policies, plans and programmes of the Government of Barbados that affects the functioning of the organisation.

SKILLS AND ABILITIES:

- Ability to work well with others;
- The ability to manage time effectively;
- Ability to work with minimal supervision;
- Effective oral and written communication skills
- Ability to teach and train others;
- Ability to work well under pressure;
- Ability to adapt to change;
- The ability to operate in the environment of a database management system;
- A valid driver's license is required; and
- Ability to deliver good customer service.

DESIRABLE TRAITS:

- Should be prepared to keep up-to-date in profession;
- Should demonstrate a willingness to share information, knowledge and resources with others;
- Must be willing to work overtime when necessary;
- Must keep up-to-date on policy, rules and legislation which affect the organisation;
- Willingness to encourage and support organisational initiatives; and
- Maintain confidentiality and high moral and ethical standards.

PHYSICAL ENVIRONMENT:

- Work entails: occasional exposure to unpleasant sights and sounds; extended periods of standing, sitting, walking, carrying, lifting and other physical demands;
- Work involves interaction with the public;
- Job involves exposure to hazards which may include chemicals, microorganisms and physical hazards;
- Work in the marine environment and on boats from time-to-time;
- Work involves driving to various site locations and working outdoors;
- The job involves working in front of a computer and exposure to glare from the computer screen; and
- Working with architectural and engineering drawings at various scales.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment is subject to termination by one (1) months' notice on either side.

LEAVE:

Leave is granted as follows:-

Officer from Z11-8

Forty-two (42) days vacation leave per annum of which fourteen (14) must be taken annually or lost. There is a maximum accumulation of one hundred and twenty-six (126) days.

Officer from Z13-12

Thirty (30) days vacation leave per annum of which fourteen (14) must be taken annually or lost. There is a maximum accumulation of seventy-(78) days.

Sick Leave

Twenty-one (21) days sick leave per year for permanently appointed officers. Fourteen (14) days sick leave per year for temporary officers.

METHOD OF SELECTION:

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Public Service Commission.

Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process, and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following:-

- Relevant qualifications and professional training;
- Experience;
- Performance at the interview;
- The Appraisal Form of the Performance Review and Development System (PRDS);
- General suitability; and
- Any other assessment method approved by the Public Service Commission.

It should be noted that the Performance Review and Development System (PRDS) appraisal will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS) appraisal.

Applications on appropriate forms, **(SC 35)**, to be used by officers permanently employed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted to the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-08**.

Only applicants who fully meet the eligibility criteria at 2017-09-08 will be acknowledged.

I shall be grateful if you will bring the contents of this Circular to the attention of all staff in your Ministry/Department.

M. NORVILLE (Miss)
for Chief Personnel Officer

MN/jc