|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | |  | |
|  | | | |  | |
| **JOB TITLE** | Preserve and Research Station Manager, Palmyra Program | | |
| **JOB FAMILY** | Conservation | | |
| **JOB NUMBER** | 450005 (Conservation Practitioner V) | | |
| **SALARY GRADE** | 6 | | |
| **STATUS** | Salaried | | |
| **DATE** | September, 2017 | | |
|  | | | | | |
| **SUMMARY** | The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature. Located 1,000 miles south of Hawai‘i, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra Atoll has 580 acres of emergent land with 480,000 acres of lagoons, coral reefs, and submerged lands and is a US Fish and Wildlife Service (USFWS) National Wildlife Refuge out to 12 miles offshore and a Marine National Monument out to 50 miles. The Nature Conservancy owns 230 acres of land and manages this property as the Palmyra Atoll Preserve in partnership with the USFWS. The Nature Conservancy owns and operates a research station on the preserve and the station supports research by the world-renowned institutions making up the Palmyra Atoll Research Consortium (PARC). | | | | |
|  | | | | | |
| **ESSENTIAL FUNCTIONS** | The Nature Conservancy is seeking a Preserve and Research Station Manager for the Palmyra Program who is a collaborative leader with strong technical skills, the interpersonal savvy to build and maintain effective relationships with partners, and proven ability to remotely manage people and facilities in a challenging environment.  The Preserve and Research Station Manager is based in The Nature Conservancy’s Honolulu office, and is responsible for ensuring that all operations at the research station and in the preserve, are conducted in a safe and efficient manner, and in compliance with all applicable laws and regulations. The Preserve and Research Station Manager is responsible for oversight and management of all the Conservancy's station facilities and equipment at Palmyra, including buildings, research facilities, aircraft runway, renewable energy system, food storage and preparation facilities, fuel farm and lodging facilities. The Preserve and Research Station Manager rotates between Honolulu and Palmyra with three to four months in Honolulu and three to four months at Palmyra. When at Palmyra, this position oversees TNC’s research station and preserve facilities in addition to supervising TNC research station staff and volunteers.  Primary job responsibilities include:  Continually   * Ensuring continuity of operations and facility management by Palmyra program staff on the atoll; * Working with program staff to develop and ensure all station standard operating procedures, protocols and guidelines are up to date, organized and properly implemented; * Lead research station logistics, emphasizing provisioning and packing the aircraft; * Maintaining a positive, collaborative relationship with USFWS and PARC through regular interaction and up to date reporting of project plans and station operations;   While in Honolulu   * Working closely with the Sustainability Director and Hawai‘i human resources manager to participate in staff and volunteer selection * Project management; overseeing purchases, invoice payments and expense reimbursements, and tracking expenditures according to the approved budget; * Orders and tracks all supplies and equipment traveling to/from Palmyra via the Palmyra Program’s logistics pathway * Ensuring all TNC station staff have applicable and up-to-date training and certifications   While at Palmyra   * Monitors renewable energy hybrid microgrid consisting of solar P.V., battery storage, back up diesel generator and wind turbine generator * Identifying and prioritizing maintenance needs and inventories, and implementing long-term maintenance and facilities plan for the research station; acts as primary liaison with TNC Honolulu staff on operations, staffing and volunteer issues * Providing a clear example of collaborative leadership for all island staff; Oversees positive community interaction and positive staff morale; Developing and cultivating professional skills in station staff, volunteers, interns, and fellows * Responsible for safety of all people using the research station and accessing the preserve: determining and enforcing adequate safety protocols related to research station operations, visitor use of equipment and facilities, and communication with researchers and staff in the field; serve as lead medical first responder during emergencies. * Facilitates and supports research projects through collaboration with visiting scientists and application of scientific principles. * Provides orientation, safety and other training for all visitors, employees and volunteers. * Hosts TNC cultivation trips and oversees associated diving, fishing, kayaking, and snorkeling trips. * Coordinates, and supervises unloading of cargo shipments coming to Palmyra by airplane and ship. * Records galley and maintenance activities. * Analyzes records of field station operations to improve efficiency.   Please complete an online application at [www.nature.org/careers](http://www.nature.org/careers) and upload a resume and cover letter by November 25, 2017. Cover letter must specify how you meet the minimum qualifications outlined below. | | | | |
|  | | | | | |
| **RESPONSIBILITIES & SCOPE** | * While at Palmyra, will work 6 days per week, in variable weather conditions (hot, humid, wet), at a remote location, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions will involve considerable physical exertion and/or muscular strain, frequent possibility of injury, long hours in isolated settings, exposure to petroleum products, paint and fuels, employees to be on call on 48 hour shifts to allow for 24 hour a day emergency coverage, employees to assist with community chores even on days off. * Ability to live and work productively within a small and confined community on a remote location for up to 4 months. * Manage multi-disciplinary staff, with responsibility for performance management, training and career development. * Assist with budget development and manage budgets to complete projects. * Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, and assisting with budget development. * Ensures program compliance with internal policies and external requirements. * Under minimal supervision, makes independent decisions related to facilities management and operations, based on analysis, experience and judgment. * May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. | | | | |
|  | | | | | |
| **MINIMUM QUALIFICATIONS** | * BA/BS degree and 5 years’ experience in facilities or operations management, or equivalent combination of education and experience. * Experience interacting with scientists and knowledge of scientific principles and research methods, or work experience in natural resource management. * Demonstrated ability to remotely manage staff in an inclusive and empowering manner that ensures safe and efficient operations of facilities and equipment. * Demonstrated interest in sustainability engineering, or providing innovative solutions to complex problems * Experience effectively managing multiple complex projects under high-stress situations. * Experience managing complicated budgets, workloads, transportation, and logistics. * Proficiency in Word, Excel, and PowerPoint to keep track of calendars, financial data, and other information. * Experience communicating directions or tasks and collaborating with a team of professionals to ensure that goals are met and projects accomplished on time and on budget. * Must have valid driver’s license and required to meet TNCs Auto Safety Program. * Cumulative 1 year experience working in a confined community such as aboard a ship, field camp, or remote field station. | | | | |
|  | | | | | |
| **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE** | * Excellent interpersonal and leadership skills. * Ability to make sound decisions on legal, financial, operational and reporting issues. * Recognized ability to develop collaborative work products and embraced solutions. * Ability to communicate effectively and work closely with staff, scientists, managers and partners. * Knowledge of current trends and practices in science and conservation management. * Experience in providing applicable training and job skills to meet program needs. * Demonstrated ability to manage time and diverse activities under deadlines while delivering quality results * Excellent communication skills via written, spoken and graphical means. | | | | |
|  | | | | | |
| **ORGANIZATIONAL COMPETENCIES** | Accountability for Outcomes | Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy’s mission. Rewards behavior that achieves these standards and is aligned with the organization’s mission/ values. Takes action to address performance problems in a timely and appropriate manner. | | |
| Builds Organizational Capability | Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy’s strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future. | | |
| Collaboration & Teamwork | Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results. | | |
| Communications | Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information. | | |
| Courage & Decisiveness | Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong. | | |
| Flexibility & Innovation | Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty. | | |
| Influences for Results | Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support. | | |
| Open to Learning | Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities. | | |
| Organizational Awareness | Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success. | | |
|  |  |  |  | | |
| *This description is not designed to be a complete list of all duties and responsibilities required for this job.* | | | | | |