

## Job Description

<b>Position Title</b>	<b>Senior Officer - Environment</b>
<b>Section</b>	Devon & Severn Inshore Fisheries & Conservation Authority
<b>Salary Grade</b>	Scp 28
<b>Hours</b>	37
<b>Responsible to</b>	Deputy Chief Officer

### Job Purpose including main duties and responsibilities:

#### The main purpose of the job is to:

- To assist with the management of the marine environment and inshore fisheries within the Devon and Severn Inshore Fisheries and Conservation Authority and the effective and efficient working to meet the overall success criteria for IFCAs and the delivery of the D&SIFCA Annual Plan.
- To perform a multifunctional role with general and specified duties as detailed within the job description.
- To positively represent the D&SIFCA and the values of the organisation, at all times.

#### Functional Relationships to:

To develop and maintain working relationships with partner organisations, relevant fisheries groups and effectively communicate with such organisations and the general public.

### Main duties and responsibilities:

#### General Management

- a) To assist the CO in formulating and delivering strategic and cohesive fisheries and environmental management for the Devon & Severn IFCA.
- b) To undertake research and gather information at sea, in the estuaries and in the coastal environment as directed by the CO / DCO.
- c) To initiate and supervise such studies, investigations and monitoring programmes as may be required to fulfil the Authority's fisheries and marine environmental responsibilities.
- d) To act as lead officer on specific research projects
- e) To undertake analysis of research and environmental data to fulfil the Authority's environmental responsibilities.
- f) To provide advice to the CO and Authority with regard to fisheries/shellfisheries either through verbal reports or written reports with conclusions and recommendations.

- g) To provide advice and input to external organisations in relation to the Authority's marine environmental policy and its fisheries management function.
- h) To maintain an up to date knowledge and appreciation of any new legislation, particularly of an environmental nature, which may affect the Authority's ability to perform its duties.
- i) To provide advice and/or give educational presentations with regard to the work of the IFCA and fisheries management.
- j) Represent the D&SIFCA at local and national level.
- k) To assist with ensuring the aims and objectives of the Authority's Annual Plan are carried out.
- l) To design, develop, co-ordinate and deliver Projects in line with the Authority's Annual Plan.
- m) To manage data collected through the work of the Authority's Environment Team.
- n) To oversee the management of the Authority's research equipment.
- o) To deputise for the Deputy Chief Officer (Environment) as required.

#### **Other Duties and Responsibilities**

- a) To provide "on the job" training as required, ensuring an effective environment research regime is in place.
- b) To undertake training as required.
- c) To work at all times within the requirements of the Health and Safety at Work Act, D&S IFCA Health and Safety Policy and the Marine Safety Agency legislation.
- d) The post holder must at all times carry out his/her responsibilities with due regard to the Authority's Equal Opportunities Policy
- e) To adhere to the Authority's Data Protection Policies and
- f) The post holder will also undertake other duties appropriate to the grading of the post as required by CO or DCO.
- g) To assist with enforcement work as directed by CO and DCO.

#### **Quality**

- a) To assist with ensuring a consistent delivery of a high quality service to the Authority and its stakeholders.
- b) To maintain an up to date knowledge and appreciation of any new legislation that may have an effect on the delivery of Authority's objectives.

## **Service Delivery Expectations**

All officers are expected to work at times directed by the Chief Officer in order to support the successful delivery of the Authority's enforcement and environment plans. These times will be set by the Deputy Chief Officers and agreed by the Chief Officer.

Percentages of time to be spent by environment officers are expected to be:-

Environment (survey shore & boat) Work	35%
Office Work	45%
Maintenance Work	5%
Training	5%
Other Activities (as directed, including enforcement)	10%

The Senior Environment Officer will:

- a) Comply with the revised hours allocation set out below.
- b) Officers are required to work a 37 hour week over 7 days
- c) 80 weekend hours per year
- d) On average, 3 early trips per month or
- e) On average, 3 late trips per month or
- f) On average, 3 extended working days
- g) Or a combination of d,e & f
- h) One Bank Holiday per year

The hours worked are to be agreed with the Deputy Chief Officer (Environment).

An early trip must start before 0600

A late trip must finish after 2000

An extended day will be over 10 hours in duration.

An officer would not be required to work more than a maximum of four weekend days per calendar month.

Reactive enforcement means reporting for duty at short notice. This is not a requirement for officers to be on call outside of office hours. There will be a requirement for officers to ensure that they answer calls or return calls between the hours, 0800 – 1700, on a day which the officer is working. Reactive working requires an enforcement officer to be able to change plans in order to react to an enforcement situation. It may require an officer to work later or start earlier than had been expected or planned.

TOIL is to be used to manage an officer's hours and should be arranged with the DCO. A maximum of 3 days per month may be taken with a possible 3 days only being moved forward to following month. If this is not possible then arrangements should be made in writing with the DCO. Where ever possible TOIL should be taken the day after an early or late start to working to reduce risk of injury due to fatigue to officers.

Breaks – the Working Time Regulations state that workers are entitled to a 20 minute break when working more than 6 hours. DCC has a policy that a 30 minute break is taken if you work 6 hours or more, D&SIFCA has adopted a similar approach.

There will be one 10 minute break for all staff allowed once in the morning and one in the afternoon. This will be deemed to be a flexitime work break and must be recorded on your timesheets. This time must be made up at other times either from TOIL or extended working. Officers must ensure that there is sufficient cover for this short absence. Any additional breaks must be discussed with the DCO. This is an additional break it is not a legal requirement but has been offered by the D&SIFCA.

## Person specification

Attribute	Essential	Desirable	Method of Assessment
Relevant Technical Skills and Experience	<ul style="list-style-type: none"> <li>• Excellent understanding of marine ecology and ecosystems including connectivity, population structure, resilience and anthropogenic impacts</li> <li>• Experience relating to UK fisheries management regime and relevant legislation and policy</li> <li>• Experience of designing, planning and delivering marine environmental research projects</li> <li>• Strong conceptual understanding of univariate and multivariate statistics and broad experience of their practical application</li> <li>• Strong scientific and non-technical report writing skills. Ability to quality assure written and statistical work of other team members</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing people or leading teams</li> <li>• Experience of evidence-led policy development</li> <li>• Experience of partnership working</li> </ul>	Application Form Interview
Education and Training	<ul style="list-style-type: none"> <li>• A marine environment related degree</li> <li>• A higher degree in the marine environment such as an MSc, MRes or PhD or equivalent work experience within marine environment research</li> </ul>	<ul style="list-style-type: none"> <li>• Valid STCW 95 Qualifications</li> </ul>	Application Form
Practical Skills	<ul style="list-style-type: none"> <li>• Experience of working in intertidal and estuarine habitats</li> <li>• Working knowledge of marine survey methodologies and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• UK fish identification skills</li> <li>• Experience of working on commercial fishing vessels</li> </ul>	Interview
Communication Skills	<ul style="list-style-type: none"> <li>• Experience of working with a wide range of stakeholders</li> <li>• Excellent presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Established network of contacts within the UK fisheries/ marine management/</li> </ul>	Interview Presentation

	<ul style="list-style-type: none"> <li>• Effective oral and written communication</li> <li>• Ability to communicate complex marine environmental matters to non-technical audiences</li> <li>• Ability to prioritise and delegate</li> <li>• Good negotiation and influencing skills</li> </ul>	<p>marine research field</p> <ul style="list-style-type: none"> <li>• Experience of presenting at national and international conferences</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Uses initiative and can work independently or as part of a team</li> <li>• Excellent attention to detail</li> <li>• Critical thinker, with experience of analysing &amp; evaluating evidence from a variety of sources</li> <li>• Ability to deliver key milestones and objectives and to meet deadlines</li> <li>• Excellent time management</li> <li>• Excellent organisational and prioritisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to solve problems and think strategically</li> <li>• Ability to recognise and manage conflict effectively</li> </ul>	Interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Competent with MS Office – including Word, Excel and PowerPoint</li> <li>• Competent in a GIS system</li> <li>• Excel in statistical analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of mapping in QGIS</li> <li>• Competent in 'R'</li> </ul>	
Physical	<ul style="list-style-type: none"> <li>• Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>		ML5
Other relevant factors			

## Key Competencies

Competency	Description	Target Level
<b>Information Seeking</b>	Probing for relevant information before making decisions and taking action	3
<b>Ability to Communicate</b>	Communicate decisions clearly	3
<b>Taking Action</b>	Initiating action appropriate to the situation	3
<b>Leading Teams</b>	Ability to motivate and inspire	3
<b>Achieving Results</b>	Ability to follow through on actions and decisions	2
<b>Relationship Building</b>	Desire to develop and maintain relationships inside and outside the organisation	2
<b>Managing Conflict</b>	Addressing difficult situations and identifying an appropriate outcome	2
<b>Attention to Detail</b>	A desire to ensure work is accurate in terms of content and presentation	3

## Job Evaluation Criteria

### 1. Supervision and Management:

*Assesses the scope of managerial duties and the nature of the work which is supervised*

The postholder will be responsible for the day-to-day management of up to 5 employees. This will include taking operational decisions, providing cover, planning and allocating work.

The postholder will not be responsible for higher level people management activities such as, conducting PDP's, managing absence, hearing grievances or disciplinaries.

### 2. Creativity and Innovation:

*Measures the extent to which the work requires innovative and imaginative responses to issues (guidelines and processes limit creativity – frequent blue sky thinking)*

The postholder has some scope for creativity and innovation in terms of the way in which they conduct their research projects. They will be expected to bring in their past experience when planning, adapting and evaluating their work.

The postholder will be required to oversee the work of the Environment Officers and provide support in terms of direction, technical advice and ensuring projects are progressing as agreed.

To a large extent the postholder is expected to work in a way that is self-managed in order to ensure the research project continues to run on time and captures the information required from the brief. Where there are difficulties in their project or those of the Environment Officers, they will be expected to make low level operational decisions and advise on alternative approaches however more significant decisions would need to be referred to the Deputy Chief Officer.

The postholder will be reporting on the progress of their work and that of the Environment Officers to their line manager on a regular basis. They will also be required to inform their manager if they have any concerns about the conduct or performance of any of the Environment Officers. They are more likely to be assigned the more complex projects.

When completing surveys or research they will be conducting this within the organisational processes and procedures. Where there is a requirement for additional monitoring of surveys being completed by the Environment Officers this would typically be done by the postholder.



### **3. Links with other officers, Service users or Members of the Public:**

*Looks at the type and level of people the job needs to deal with and the purpose of the contact*

The postholder will be expected to have daily contact with a wide range of mixed groups on a regular basis, both within and outside of the organisation. The postholder is expected to act in an advisory capacity in their field of expertise on a continuous basis.

The postholder will be involved on a daily basis with members of the public and other key stakeholders, such as employees in the fishing industry, essential users and other officers in external agencies and the funding councils. The postholder will be expected to answer queries, consult and inform on the projects they are involved to individuals operating at a similar level to them.

The postholder will be expected to produce reports on their surveys and projects to be used internally and externally to inform policy decisions. Where required, the postholder will be expected to represent the Authority on their area of expertise or deliver formal presentations in relation to the projects they have been involved in.

### **4. Levels of Responsibility:**

*Discretion: identifies freedom to act and controls in place*

The postholder is expected to work autonomously on a daily basis and to make operational decisions in relation to the project they and the Environment Officers are delivering. If there are any more significant decisions in relation to the progress or direction of the project these would be made through discussion with the line manager.

The postholder would be the first stage of escalation for any difficulties or issues the Environment Officers encounter and will be required to identify if they can offer a solution or whether the issue needs to be escalated to the next level.

The postholder has no discretion in relation to how they would use resources or budgets. If they have a requirement for additional resources, including staff or budget in order to complete their work this would be requested and authorised via their line manager.

The postholder will be expected to offer an expert view verbally and through reports in relation to the projects they have been involved in and this in turn will inform decisions taken by the Authority.

There are structures and controls in place within the Authority that direct how the postholder would be expected to work and the points at which they would be expected to seek further clarification before making a decision.

The postholder would be expected to ensure their own health and safety needs are met and that they act within the health and safety guidelines set out by the Authority.

## **5. Effects of Decisions:**

*Consequences: Measures the outcome of decisions by effect, range and timescales*

Decisions taken solely by the postholder are primarily operational decisions that will not have a material effect on the Authority. The effect of decisions taken will be with a view to ensure their work and that of the Environment Officers is progressing in line with the requirements of the Authority.

The postholder is not expected to make financial, resource or other decisions that have a major impact on the Authority.

Where there are more significant decisions to be taken it is expected that the postholder discusses this with their line manager.

## **6. Resources:**

*Assesses the direct responsibility for physical and financial resources*

The postholder is not expected to have responsibility for financial resources.

The postholder is responsible for personal and technical equipment required in completing their work which would not in total be a value greater than £10K.

The postholder is responsible for the company vehicles where required for work. These are part of a fleet of vehicles and are not the sole responsibility of the postholder.

When on the vessel or fishing boat the postholder is expected to act in line with the skipper's requests to ensure their own safety and that of others and the equipment on the boat.

The postholder is responsible for maintaining and ensuring the accuracy and safe keeping of the data systems in relation to their work. Data systems the postholder would regularly manipulate include local and national databases of information.

## **7. Work Demands:**

*Considers the relationship between work targets and deadlines and the management of priorities (work not normally interrupted – constant change)*

The post involves effective planning to ensure projects remain on track and key milestones are achieved. Whilst there are unforeseeable events that may impact on the progress of the project there is generally enough time to allow for last minute adjustments to be made in order to complete the work ahead of the deadline.

The post requires the postholder to demonstrate effective time management and excellent planning skills in order for projects to be delivered within the agreed deadlines. They will be operating with short-medium term objectives and deadlines.

In general it is expected that the postholder's time would be 60% directed and planned with 40% being reactive.

## **8. Physical Demands:**

*Assesses the physical effort involved, including working in awkward positions and the high IT/computer use*

The postholder will be expected to be based in an office environment 50% of their time and outside on location for 50% of their time.

When in the office, there are occasions where the postholder is expected to work intensively on the computer in order to input data sets.

There is a requirement for the postholder to be outdoors year round in varying seasonal conditions to conduct their work and this could include being out at sea on a vessel or conducting a survey on an estuary. Under these circumstances the postholder will be responsible for lifting equipment within the Authority Health and Safety guidelines and responsible for ensuring their own safety and adhering to the skipper's requests when out on a boat.

## **9. Working Conditions:**

*Examines unpleasant working conditions involved in the job, including heat, light, dirt, noise and unpleasant surroundings*

The postholder will be expected to be based in an office environment 50% of their time and outside on location for 50% of their time.

The office environment is well lit and ventilated with modern fixtures and fittings.

When out of the office the working conditions vary depending on season and type of work. The postholder will be expected to work on the Authority vessel, fishing boats, on the quayside and on location in estuaries. Depending on the nature of the project the postholder can be spent lone working in a variety of seasonal conditions.

The postholder will be expected to check for Health and Safety risks and issues when on location and to ensure their personal safety within the guidelines of the Authority.

#### **10. Work Context:**

Examines the potential risk to employees carrying out their duties (minimal – substantial)

There is some risk to postholder in the course of their role in terms of the potential Health and Safety risks, especially when on location, and the potential for aggressive behaviour in stressful and confrontational situations with members of the public and the fishing industry.

The postholder is expected to conduct some of their duties whilst working alone on locations such as estuaries where there is the potential danger of swamp conditions and changing weather conditions.

The fishing industry is rated and the most dangerous profession within the UK and whilst the postholder is able to make independent decisions about their own Health and Safety with no pressure from the Authority to compromise on the clear guidelines in relation to this they are working alongside the fishing industry in the delivery of their role.

#### **11. Knowledge and Skills:**

*Assesses the depth and breadth of knowledge and skills, which are necessary to perform the full responsibilities of the role (basic knowledge – highly complex)*

The postholder is expected to have a degree within the marine environment field or experience at an equivalent level gained within the marine environment.

They will be expected to have a good working knowledge of research methods within the marine environment. In the role they will be expected to take the lead in terms of the design and delivery of marine surveys.

The postholder will be expected to have a solid understanding and knowledge of the marine environment and some basic knowledge of enforcement. They will be expected to have developed an area of specialism within the marine environment and proactively seek opportunities to share this knowledge.

The postholder is expected to use their academic knowledge and past experience in order to make sound and pragmatic decisions on behalf of the Authority. They will be expected to act as a coach and mentor for the Environment Officers in order to enable them to fulfil their role and find solutions for any practical issues associated with the delivery of their work.

There are a significant number of policies and legislative documents that the postholder will be required to have a working knowledge of and to understand the impact the fisheries legislation and IFCA requirements will have on the delivery of their role.

The postholder will be required to understand the Authority's policies in relation to the delivery of their role and will be required to operate within these guidelines. This will include the postholder undertaking training and holding a current certificate in relation to Health and Safety.

The postholder will be expected to adapt their role in order to meet both the environmental and the enforcement statutory requirements of the IFCA.

The postholder will be expected to deliver their role through operating in a way that is in line with the key competencies and associated target level for the role.