

## Job Description

<b>Position Title</b>	<b>Fisheries Research and Management Plan Officer</b>
<b>Section</b>	Devon & Severn Inshore Fisheries & Conservation Authority
<b>Position Number(s)</b>	1
<b>Salary Grade</b>	Scale Point 12 - £21,589
<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 develop and produce the first Fisheries Research and Management Plans for the Devon and Severn IFCA's (D&S IFCA) District.
- To promote the Fisheries Research and Management Plans and their contents to relevant organisations and stakeholders.
- To assist with the delivery of the Fisheries Research and Management Plan project aims and reporting to the funding body.
- To at all times work to positively represent the D&S IFCA and the values of the organisation.

#### Functional Relationships to:

To work closely with the North Devon Biosphere Reserve and other members of the North Devon Marine Pioneer Steering group and other stakeholders. To develop and maintain working relationships with other partner organisations, relevant fisheries groups and effectively communicate with such organisations and the general public.

#### Main duties and responsibilities:

- a) To assist the Acting Chief Officer (ACO) in formulating and delivering strategic and cohesive fisheries and environmental management for the D&S IFCA.
- b) To lead on the development and production of Fisheries Research and Management Plans (FR&MPs).
- c) To undertake research and analysis of data and complete literature reviews to fulfil the aims of the FR&MP project.
- d) To produce and complete at least the first five FR&MPs and to provide advice to the ACO and Authority with regard to the development of further plans either through verbal reports or written reports with conclusions and recommendations.
- e) Provide advice and input to external Authorities in relation to the outputs of the FR&MPs in conjunction with D&S IFCA's fisheries management function.

- f) To maintain an up-to-date knowledge and appreciation of any legislation, particularly of an environmental nature, which may have an effect on the Authority and inform the development of the FR&MPs.
- g) To provide advice or give presentations with regard to the work of D&S IFCA and fisheries management.
- h) To maintain a database for use by the D&S IFCA and other interested parties.
- i) Represent the D&S IFCA at local and national level.

### **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 and the Maritime and Coastguard 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 Data Protection Act responsibilities and maintain confidentiality of information acquired in the course of undertaking duties.

### **Quality**

- a) To assist with ensuring a consistent delivery of a high quality service to the Authority, fishing industry and General Public in all aspects of the activities provided by the Service.
- b) To maintain an up to date knowledge and appreciation of any new legislation that may have an effect on the delivery of D&S IFCA's objectives.

### **Business Planning / Service Delivery**

- a) To assist with the day to day delivery of the D&S IFCA's objectives.
- b) To undertake liaison with other Departments and outside bodies, contributing to the overall management objectives and successes of the service.
- c) To undertake effective and efficient liaison with officers from similar, or complimentary organisations, to allow a free, two way flow of basic information.
- d) To undertake promotional activities on behalf of the D&S IFCA as requested.

## **Service Delivery Expectations**

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

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

Office Work	80%
Other Activities ( e.g. stakeholder liaison, attending conferences)	20%

The hours worked are to be agreed with the DCO. This may involve working on occasion outside of core hours.

If additional work is undertaken beyond the required 37 hours, Time of in lieu (TOIL) can be used to manage the 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. Devon County Council 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&S IFCA.

## Person specification

Attribute	Essential	Desirable	Method of Assessment
Relevant Technical Skills and Experience	<ul style="list-style-type: none"> <li>• Experience of delivering research projects</li> <li>• Experience in writing research reports</li> <li>• Experience in data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of designing research projects</li> <li>• Project planning experience</li> <li>• Understanding of UK fisheries and their management</li> </ul>	Interview Application Form
Education and Training	<ul style="list-style-type: none"> <li>• Educated to A Level standard</li> <li>• A marine environment related degree <b>or</b> equivalent work experience within the marine environment</li> </ul>	<ul style="list-style-type: none"> <li>• A higher degree in the marine environment</li> <li>• H&amp;S Training</li> </ul>	Application Form
Practical Skills	<ul style="list-style-type: none"> <li>• Good time management skills</li> <li>• Good organisational, planning and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to solve problems and think strategically</li> </ul>	Interview Application Form
Communication Skills	<ul style="list-style-type: none"> <li>• Effective oral and written communication</li> <li>• Ability to explain marine environment concepts, findings and impact to individuals with a lower level technical understanding of marine environment</li> <li>• Experience of formal presentations</li> <li>• Demonstrate and ability to work with a range of partner organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Good influencing skills</li> <li>• Experience in outreach work</li> </ul>	Interview Application Form

Personal Qualities	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• Ability to work unsupervised</li> <li>• Ability to deliver to key milestones and objectives</li> <li>• Ability to work effectively with others</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to recognise &amp; manage conflict effectively/</li> </ul>	Interview Application Form
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Excellent knowledge of MS Office – including word, excel and PowerPoint</li> <li>• Good knowledge of a GIS system</li> </ul>	<ul style="list-style-type: none"> <li>• </li> </ul>	Application Form
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		

## **Job Evaluation Criteria**

### **1. Supervision and Management:**

The postholder may be required to supervise other employees and officers from other organisations on a direct basis when acting as a lead officer in the FR&MP project. The officer may be responsible for supervising students and volunteers. The officer will be responsible for carrying out work in accordance with the Annual Plan, Marine Pioneer Programme, standard operating procedures and ensuring that the Authority's health and safety policy is followed at all times.

### **2. Creativity and Innovation:**

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

To a large extent the postholder is expected to work in a way that is self-managed in order to ensure the FR&MPs continue to run on time and capture the information required from the Annual Plan and Marine Pioneer Programme. Where there are difficulties these are expected to be addressed with their Senior Environment Officer/DCO with a requirement for them offering alternative methods for resolving the issue.

The postholder will be reporting on the progress of their work to their Senior Environment Officer/DCO on a regular basis and the type of project they will become involved in will usually be identified via their Senior Environment Officer/DCO.

When completing research the postholder will be conducting this within the organisational processes and procedures.

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

The postholder will be expected to have contact with a wide range of mixed groups on a regular basis, both within and outside of the organisation.

The postholder will be involved with members of the public and other key stakeholders, such as commercial fishermen, recreational sea anglers, academic organisations, Government arm's length bodies and other officers in external agencies and the funding councils. The postholder will be expected to answer queries, consult and inform on the FR&MP project they are involved in, to a wide range of external organisations.

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

The postholder is expected to work autonomously on a daily basis and to make operational decisions in relation to the research they 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 their Senior Environment Officer/DCO.

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 Senior Environment Officer/DCO.

The postholder will be expected to be lead officer and offer an expert view verbally and through reports in relation to the FR&MPs they are involved in and this in turn may inform decisions taken by the Authority.

The Authority has Standard Operating Procedures 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.

The postholder has the discretion to make alterations to any plan or project or not to follow instruction if they consider that the circumstances are such that to undertake the work would increase the health and safety risk and not achieve the desired research outcome. The postholder will be held accountable for any decision made and enacted upon outside the agreed parameters. This will normally be assessed in debriefs.

In relation to data protection the postholder must operate in line with the Authority's standard operating procedures. To carry out their duties the postholder will obtain and maintain personal data of third parties.

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

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

Decisions taken solely by the postholder are small scale operational decisions that will not have a material effect on the Authority. The effect of decisions taken will be more about adaptation of their work than directional changes.

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 the DCO.

The postholder will be expected to produce reports plans to be used internally and externally to inform policy decisions.

## **6. Resources:**

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

The postholder is responsible for personal and technical research 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.

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:**

The post involves effective planning to ensure that the research work of D&S IFCA is delivered and deadlines are met. Whilst there are unforeseeable events that may impact on the progress of work there is generally enough time to review work programmes and deliver to timescales.

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.

The Authority does not operate a callout service and therefore the majority of the role is planned and not significantly impacted by changes. The post holder is expected to achieve the KPIs that have been identified and agreed.

## **8. Physical Demands:**

The postholder will be expected to be based in an office environment 80% of their time and outside the office environment for 20% of their time.

When in the office, the postholder is expected to work intensively on the computer in order to analyse data and write reports.

There may be a requirement for the postholder to be outdoors year round in varying seasonal conditions to conduct their work and this could include being on a port quayside.

## **9. Working Conditions:**

The postholder will be expected to be based in an office environment 80% of their time and outside the office environment for 20% 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 may be expected to work on the quayside and on location in estuaries. Depending on the nature of the project the postholder may undertake lone working in a variety of seasonal conditions.

The postholder will be expected to undertake dynamic Health and Safety risk assessments and identify potential unsafe issues when on location and ensure their personal safety within the guidelines of the Authority.

## **10. Work Context:**

There is significant potential risk to the postholder in the course of their role when on coastal visits. The postholder's duties reduce the likelihood and frequency of exposure to these risks. The highest risks are from exposure to aggressive behaviour in stressful and confrontational situations from members of the public and the fishing industry. Provision of PPE and adoption of safe working practices mitigates this risk to an acceptable level but nonetheless the consequences of accidents occurring when operating in the marine environment can be severe.



The postholder is expected to conduct some of their duties whilst working alone on locations such as harbours and quays as well as estuaries where there is the potential danger.

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 given, it is essential to work to the Authority's Health and Safety procedures.

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

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

The postholder will be expected to have a broad understanding and knowledge of the marine environment and UK fisheries and their management. There are a significant number of policy documents that the postholder will be required to have knowledge of as part of their role.

The postholder is required to demonstrate the ability to collect, analyse and present complex datasets as part of their research role. The postholder is expected to use a range of computer and statistical packages to undertake analysis.

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 have an understanding of the Authority's policies in relation to the delivery of their role and will be required to operate within these guidelines.

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.

## **Job Description agreed by:**

Mat Mander  
Acting Chief Officer

Date: 4<sup>th</sup> November 2019