

Job Description

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| Position Title | Inshore Fisheries and Conservation Officer - Enforcement |
| Section | Devon & Severn Inshore Fisheries & Conservation Authority |
| Position Number(s) | |
| Salary Grade | SCPT 12-22 + 10% Un-Social Hours Payment |
| Hours | 37 |
| Responsible to | Senior Enforcement 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 successful delivery of the Authority's Vision and Annual plans with particular responsibilities for crewing the Authority's vessels and the day to day enforcement of relevant fisheries legislation.

Functional Relationships:

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:

- a) To assist with ensuring the Authority's aims and objectives are carried out.
- b) To carry out effective enforcement of all relevant fisheries regulations on land and sea.
- c) To assist partner organisations conduct effective enforcement activities when directed to do so by the Deputy Chief Officer (DCO) or Chief Officer (CO).
- d) To act as a boarding officer for the purpose of inspecting fishing vessels at sea.
- e) To act as coxswain of the Authority's vessels
- f) To undertake any other necessary actions to assist in the day to day operation and maintenance of the Authority's vessels, vehicles or equipment.
- g) To carry out inspections, of vessels, vehicles and premises during shore based activities.
- h) To act as a limited Marine Enforcement Officer according to powers set out in warrant.
- i) To plan enforcement operations and be lead officer, responsible for the execution of such plans.

- j) In the event of an offence being uncovered whilst acting as lead officer, to oversee the investigation and be responsible for the preparation of the case file for submission to the DCO.
- k) To achieve the Key Performance Indicators for the role as set out by the CO.
- l) To provide written and verbal reports to the CO or DCO, on all matters of interest.

Other Duties and Responsibilities

- a) To provide "on the job" training as required, ensuring an effective enforcement 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.
- f) The post holder will also undertake other duties appropriate to the grading of the post as required by CO or DCO.
- g) Assist with estuary work and research activity as directed by CO or DCO.

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&SIFCA objectives.

Business Planning / Service Delivery

- a) To assist with the day to day delivery of the D&SIFCA 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&SIFCA as requested.

Service Delivery Expectations

All Enforcement Officers are expected to work at times directed by the Chief Officer and/or the Senior Enforcement Officer in order to support the successful delivery of the Authority's enforcement and (if required) environment plans.

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

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|--------------------------------|---|
| Enforcement Work | 60% with at least 10% to be reactive enforcement time |
| Office Work | 15% |
| Maintenance Work | 10% |
| Training | 5% |
| Other Activities (as directed) | 10% |

There will be a review every three months to check targets for work are being met.

All enforcement officers 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) 16 weekend days 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 Senior Enforcement Officer.

On weekends a minimum of 5 hours must be worked per day

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 officer's hours and should be arranged with the Senior Enforcement Officer. A maximum of 3 days per month may be taken with a possible 3 days only being moved forward to the following month. If this is not possible then arrangements should be made in writing with the Senior Enforcement Officer. Wherever 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 have 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 CO. 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"> RYA Level 2 Powerboat certificate and/or Experience of working on boats | <ul style="list-style-type: none"> RYA Advanced Powerboat with Commercial endorsement Previous enforcement experience | <p>Application form</p> <p>Interview</p> |
| Education and Training | <ul style="list-style-type: none"> GCSE (or equivalent) Maths and English at Grade C or above | <ul style="list-style-type: none"> STCW Training certificates RYA Radar Certificate H&S training | <p>Application form</p> |
| Practical Skills | <ul style="list-style-type: none"> Good time management skills Good organisational and planning. Demonstrates use of initiative and problem solving. Ability to understand and apply fisheries legislation. Good attention to detail | <ul style="list-style-type: none"> Experience of conducting boarding at sea Experience of undertaking investigations | <p>Interview</p> <p>Written exercise</p> |
| Communication Skills | <ul style="list-style-type: none"> Effective oral and written communication. Good interpersonal skills Ability to fulfil all spoken aspects of the role with confidence and fluency in English | <ul style="list-style-type: none"> Good influencing skills Good report writing skills | <p>Interview</p> <p>Presentation</p> <p>Application form</p> |
| Personal Qualities | <ul style="list-style-type: none"> Confident to challenge information received. Able to recognise and manage conflict effectively Ability to work effectively with others | <ul style="list-style-type: none"> Conflict resolution training. | <p>Written exercise</p> <p>Interview</p> |
| Technology / IT Skills | <ul style="list-style-type: none"> Working knowledge of MS Office – including word, excel and powerpoint | <ul style="list-style-type: none"> Experience of a GIS system | <p>Application form</p> |
| Physical | <ul style="list-style-type: none"> Able to carry out the duties of the post with reasonable adjustments where necessary | | <p>ML5 Certificate</p> |

Key Competencies

| Competency | Description | Target Level |
|-------------------------------|---|--------------|
| Information Seeking | Probing for relevant information before making decisions and taking action | 2 |
| Ability to Communicate | Able to communicate successfully with a range of people with both professional and recreational interests | 2 |
| Taking Action | Determining how to deal with situations- correct use of discretion in inspection situations | 2 |
| Leading Teams | Ability to plan enforcement actions and act as lead officer | 2 |
| Achieving Results | Meeting KPIs | 2 |
| Relationship Building | Develop and maintain relationships inside and outside the organisation | 1 |
| Managing Conflict | Dealing with difficult situations and identifying an appropriate outcome | 3 |
| Attention to Detail | Ensure work is accurate in terms of content and presentation | 2 |

Job Evaluation Criteria

1. Supervision and Management:

The postholder will be required to supervise other employees and officers from other organisations on a direct basis when acting as lead investigating officer or when helmsman of the Authority's vessels. The officer will be responsible that the investigation is carried out in accordance with powers as set out in their warrants 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 their day-to-day work.

To a large extent the postholder is directed in terms of the work they do by the enforcement plan. Where there are difficulties or issues in delivering their role these are expected to be discussed with the Senior Enforcement Officer/DCO for further advice and direction.

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

The postholder is required to operate within their enforcement powers and delivered in line with the Authority's procedures and processes.

Whilst acting as lead officer there is an expectation to undertake a dynamic assessment of the situation to achieve the best possible outcome and meet deliverables set out in the enforcement plan.

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

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 enforcement capacity in relation to fisheries legislation.

The postholder will be involved on a daily basis with members of the public and other key stakeholders, such as commercial fishermen and recreational sea anglers and other officers in external agencies. The postholder will be expected to answer queries, consult and inform individuals operating at a similar level to them on fisheries legislation and the general work of the Authority.

4. Levels of Responsibility:

The postholder is expected to work as part of a small team on a daily basis and to plan and make operational decisions in relation to the enforcement of the fisheries legislation to meet the overall enforcement plan set out by the DCO. If there are any more significant decisions in relation to enforcement these would be made through discussion and agreement with the 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 the DCO.

Where the postholder is identified as lead enforcement officer in the daily plans they will be expected to use their own initiative to ensure that the best use of resources is achieved to meet the overall enforcement plan.

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. Where the postholder is operating as a lead officer / helmsman (this is a role alternated between the team) they have an increased level of responsibility for the Health and Safety of the team.

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 enforcement 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:

Decisions taken solely by the postholder are operational decisions that will be taken in an enforcement context and will not have a material effect on the Authority. However, officers do have the responsibility and power to use their own discretion when dealing with fisheries offences. The correct use of their powers and discretion may determine whether the correct outcome is achieved in these circumstances. It is very important for the Authority's reputation that the postholder maintains a very high standard of inspection and effective detection of offences.

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. In the role there are checklists and procedures to follow which would clearly indicate when further advice should be taken.

6. Resources:

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

The postholder is responsible for personal and technical enforcement equipment required in completing their work which would not in total be a value greater than £2K.

When operating as the helmsman the postholder will be responsible for a vessel valued up to £300k.

The postholder is responsible for the company vehicles when used in the course of their 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 master's instructions 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 in relation to their work. Data systems that the postholder would regularly update include local and national databases of information.

7. Work Demands:

The post involves effective planning to ensure that the enforcement activity of the 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 Authority does not operate a callout service and therefore the majority of the role is planned and not significantly impacted by changes. However with reference to the service delivery expectations of 10% of the postholder's work will be reactive and the amount of unsociable hours to be worked is set out.

The post holder is expected to achieve the KPIs that have been identified and agreed.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

8. Physical Demands:

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, the postholder is expected to complete some computer-based work.

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 relatively small vessels (usually no greater than 12m in length) or conducting a survey on an estuary.

Working at sea in small vessels is demanding, but even in safe sea states the postholder will be exposed to inclement weather, experience jolting and jarring resulting from a rolling platform. Boarding and disembarking vessels, particularly at sea, does require a higher level of physical fitness (minimum to ML5 medical standards). Boarding at sea is assessed as the highest risk that officers are exposed to during their work.

Under these circumstances the postholder will also be responsible for lifting equipment, including hauling fishing gear for inspection purposes. When lifting any items the postholder is expected to adhere to the Authority's Health and Safety guidelines and is responsible for ensuring their own safety and adhering to the Master's instructions when out on a boat.

9. Working Conditions:

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's vessels, fishing boats, on the quayside and on location in estuaries. Depending on the nature of the work the postholder will be expected to 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.

The postholder is expected to notify the designated Duty Officer when starting and finishing any lone working duties. The lead officer in any team should also report in at the start and end of work.

10. Work Context:

There is significant potential risk to the postholder in the course of their role when on coastal visits or at sea. The postholder's enforcement duties increase 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. Working at sea exposes the postholder to a significantly greater risk of injury or death relative to office work. 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.

The fishing industry is rated as the most dangerous profession within the UK and the postholder will be working alongside this industry in the delivery of their role. 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 will have some previous experience of working on boats and boarding boats. In addition, they should be educated to a minimum GCSE (or equivalent standard) with Maths and English at Grade C or above.

The postholder will be expected to have a broad understanding and knowledge of enforcement and some basic knowledge of marine environment.

There are a significant number of legislative documents that the postholder will be required to have a working knowledge of and to understand the impact the fisheries legislation.

The postholder is expected to meet national standards of enforcement training to be issued with and maintain their warrants.

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. This will include the postholder undertaking training and holding a current STCW certificates.

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

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:

Matthew Mander - Chief Officer

Date: 8th December 2020