

Job Description

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| Position Title | Marine Development Officer |
| Section | Devon & Severn Inshore Fisheries & Conservation Authority (D&S IFCA) |
| Position Number(s) | 1 |
| Salary Grade | Salary Grade C - Spinal Point (12 - 22) |
| Hours | 37 |
| Responsible to | Finance & Administration Manager and Senior Environment Officer |

Role of the Marine Development Officer:

To perform a multifunctional Officer role within D&S IFCA to:

- Fulfil the main duties and responsibilities of the Permitting Officer;
- Fulfil the main duties relating to Marine Developments in the D&S IFCA's District; and
- Assess and issue Authorisations against D&S IFCA's Byelaws and Byelaw Permit Conditions.

Permitting Officer - Main Duties and Responsibilities:

- 1) Maintain D&S IFCA's database of permitted fishing vessels and ensure that it is accurately updated.
- 2) Process all permit applications in a timely and accurate manner.
- 3) Prepare and issue D&S IFCA Permits.
- 4) Ensure a comprehensive knowledge of D&S IFCA's Permit Byelaws and Permit conditions.
- 5) Carry out their responsibilities with due regard to the D&S IFCA's Data Protection Policies and Procedures.
- 6) Monitor Permit expiry dates and issue reminders.
- 7) Provide Permit data to D&S IFCA's Enforcement Officers and other relevant authorities covered by Data Protection Agreements.
- 8) Liaise with the Marine Management Organisation (MMO), Register of Shipping and Seamen and other agencies to cross check information provided on Permit Application Forms.
- 9) Deal with queries from stakeholders concerning Permits.
- 10) Archive expired Permits regularly.

Marine Development - Main Duties and Responsibilities

- 1) Regularly check the Marine Licence Application register held by the MMO.
- 2) Review all Marine Licence Applications relevant to D&S IFCA's District and the associated documents.
- 3) Triage applications depending on the potential impacts to the marine environment, social and economic factors and effect on marine users within the D&S IFCA's District.
- 4) Respond formally to all Marine Licence Applications at the appropriate level depending on the results of the triaging process.
- 5) Ensure that all available information and evidence is collated to identify the existing use of the marine space, including commercial and recreational fisheries, and inform the application response.

- 6) Engage with stakeholders that may be impacted by the development and seek the position of other relevant Authorities.
- 7) Within the response, consider and reference D&S IFCA's Byelaws and Byelaw Permit Conditions, relevant Marine Plans, Marine Protected Area designations, D&S IFCA's Vision, other Policy drivers and existing commercial and recreational activities.
- 8) Where Marine Licence Applications relate to Mariculture development, seek to engage with the applicant and determine what support can be provided in line with D&S IFCA's Mariculture Strategy.
- 9) Engage with other external agencies on their applications, proposed developments and permitting processes and provide, through a triage approach, consultation responses where appropriate.

Byelaw Authorisations Main Duties and Responsibilities

- 1) Receive and process Authorisation requests under D&S IFCA's Exemptions Byelaw 2019.
- 2) Review proposed activity against the appropriate Byelaws and Byelaw Permit Conditions.
- 3) Identify risks associated with the activity including impact on the marine environment, existing use of the area including commercial and recreational fisheries.
- 4) When required, produce Marine Protected Area assessments based on the information provided in Authorisation applications, in consultation with Natural England.
- 5) Respond to all applicants within the period identified in the Exemptions Byelaw.
- 6) Refer to Senior Manager for sign-off of the Authorisations.
- 7) Maintain and update a detailed database of all Authorisation requests and outcomes.

General Duties of the Role:

- 1) Prepare reports for presentation to D&S IFCA Members, as required.
- 2) Provide updated databases for display on D&S IFCA's website.
- 3) Deal with enquiries received by telephone and from visitors to the office on all areas of work undertaken by the D&S IFCA, and direct to relevant Officer.
- 4) Ensure a consistent delivery of a high-quality service to D&S IFCA, interested parties and general public.
- 5) Observe all D&S IFCA policies which contribute to the achievement of its objectives and statutory duties.
- 6) Deliver relevant tasks identified in D&S IFCA's Annual Plan.
- 7) At all times work to positively represent the D&S IFCA and the values of the organisation.
- 8) Develop and maintain working relationships with partner organisations, relevant fisheries groups and effectively communicate with such organisations and the general public.
- 9) The post holder is responsible for their own self-development on a continuous basis, in addition to undertaking formal training opportunities.
- 10) Work at all times within the requirements of the Health and Safety at Work Act.
- 11) Maintain confidentiality of information acquired in the course of undertaking duties for D&S IFCA.
- 12) Use their own judgement to manage their workload efficiently and to the D&S IFCA's standards.
- 13) The post holder will undertake other duties appropriate to the grade of the post as required.

Person specification

| Attribute | Essential | Desirable | Method of Assessment |
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| Relevant Technical Skills and Experience | <ul style="list-style-type: none"> • Previous administration experience • Previous experience and competency in managing large datasets • Experience of dealing with clients/customers face-to-face and on the telephone • Understanding of Data Protection requirements (GDPR) • Experience in data analysis • Experience in evidence gathering • Experience in report writing | <ul style="list-style-type: none"> • Advanced knowledge in the use and management of large databases • Experience of producing consultation responses | Application Interview |
| Education and Training | <ul style="list-style-type: none"> • Degree in Marine fisheries and/or Marine Conservation related subject or equivalent work experience within the marine environment • Educated to A level standard • At least grade 5 in Maths and English GCSE | <ul style="list-style-type: none"> • Recognised administration qualification • Knowledge of inshore fisheries and mariculture | Application Interview Relevant certificate |
| Practical Skills | <ul style="list-style-type: none"> • Good organisational skills • Good time management • Ability to prioritise own work • Ability to multi-task • Good numerical skills • Ability to work to tight deadlines • Ability to problem solve • Ability to read large documents and pull out key facts • Ability to collate, analyse and evaluate evidence from a variety of sources • Good document quality assurance skills | <ul style="list-style-type: none"> • Knowledge of office procedures and systems | Application interview |
| Communication Skills | <ul style="list-style-type: none"> • Good verbal communication skills • Ability to engage with a range of stakeholders • Clear and precise written communication skills • Ability to explain aspects of the marine environment and fisheries and impacts of developments to individuals with | | Application Interview |

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| | <p>a lower level technical understanding of marine environment</p> <ul style="list-style-type: none"> • Demonstrate an ability to work with a range of partner organisations | | |
| Personal Qualities | <ul style="list-style-type: none"> • Good interpersonal skills • Polite and friendly • Approachable • Conscientious • Open attitude to work • Good attention to detail • Ability to work as part of a team • Ability to think holistically • Enquiring mind • Critical thinker • Ability to work unsupervised • Ability to deliver key milestone and objectives | | Interview |
| Technology / IT Skills | <ul style="list-style-type: none"> • Competent using MS Office • Confident using Excel spreadsheets and manipulating data • Competent in the use of Geographical Information Systems (GIS) in particular QGIS | <ul style="list-style-type: none"> • Advanced QGIS skills | Interview Skill test |
| Physical | <ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments where necessary | | Health declaration form |

Job Evaluation Criteria

1. **Supervision and Management:**

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

The post holder will not be required to supervise any employees on a direct basis.

Nature of the work is directed by the Finance & Administration Manager or the Senior Environment Officer depending on the workstream being undertaken. The post-holder is required to ensure the efficient operation of the D&S IFCA Byelaw Permitting application processes, to respond to consultations on MMO Marine Licence applications and other relevant marine permitting applications, to review all Authorisation requests and determine the outcome of those requests, and to use their own initiative to prioritise day-to-day work.

The post holder will work closely with members of the Enforcement and Environment teams when required.

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)

This post has some scope for creativity and innovation in aspects of their work in particular in relation to Marine Developments and Authorisations in line with D&S IFCA policies and procedures. Some of the work is of a routine nature. Any proposed changes or innovation in the areas of work being undertaken will need to be discussed with their line managers and/or Chief Officer.

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 post holder will be expected to have daily contact with a wide range of mixed groups, both within and outside of the organisation. The post holder will frequently engage with members of the public and other key stakeholders, the fishing industry, essential users and other officers in external agencies.

The postholder is expected to act in an advisory capacity in their field of expertise on a continuous basis. The postholder will be expected to answer queries, consult and inform on the workstreams they are involved in to a wide range of external organisations.

4. **Levels of Responsibility:**

Discretion: identifies freedom to act and controls in place

The post holder is expected to work in a way which is self-managed on a daily basis and to make operational decisions in relation to the work they are doing.

If there are any significant decisions in relation to the delivery of their work these would be made through discussion with their line managers and/or Chief Officer.

The post holder has no independent discretion in the use of resources or budgets. If they have a requirement for additional resources in order to complete their work this would be authorised through their line managers and/or Chief Officer.

There are structures, procedures and controls in place within D&S ICA that direct how the post holder would be expected to work and the points at which they would be expected to seek further clarification before making a decision.

The post holder 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 D&S IFCA.

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 post holder are small scale operational decisions that will not have a material effect on D&S IFCA. The effect of decisions taken will be more about minor adaptations of their work than a directional change.

The post holder will not have the authority to make financial, resource or other decisions that have a major impact on D&S IFCA.

Where there are significant decisions to be taken the post holder discusses this with their line managers and/or Chief Officer. The postholder will be held accountable for any decision made and enacted upon outside the agreed parameters.

The postholder will be expected to produce reports on their work to be used internally and externally to inform policy decisions

6. Resources:

Assesses the direct responsibility for physical and financial resources

The post holder is responsible for maintaining and ensuring the accuracy and safe keeping of the D&S IFCA Byelaw Permitting application processes and data systems in relation to their work. This will contain large amounts of personal data. Data systems the post holder would regularly manipulate include local and national databases of information and internal master contact database. The handling of personal data will be in accordance with the D&S IFCA's Data Protection Act Policies and GDPR.

The post holder is not expected to have responsibility for financial resources.

The post holder is responsible for their workstation and other resources supplied to them.

7. Work Demands:

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

The post requires the post holder to demonstrate effective time management and excellent prioritisation skills in order for work to be delivered within the agreed deadlines. There is an expectation that the work of the post holder will be delivered within set time frames. 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. They will be operating with short-medium term objectives and deadlines.

In general it is expected that the post holder's time would be 60% on the delivery of the Permitting Application Process and 40% on Marine Development and Authorisation workstreams.

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

8. Physical Demands:

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

The post holder will be expected to be based in an office environment 100% of their time, which will involve intensive computer work.

9. Working Conditions:

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

The post holder will be expected to be based in an office environment 100% of their time and there is not an expectation that the post holder would be required to travel except in exceptional circumstances.

The office environment is well lit and ventilated with modern fixtures and fittings. When officers are working from home, their office environment will be regularly assessed.

The post holder will be expected to identify Health and Safety risks and issues in the office environment and to ensure their personal safety within the guidelines of D&S IFCA.

10. Work Context:

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

There is minimal risk to the post holder when carrying out their duties as their work is mainly office based. There will be interaction with visitors to the office which may present a possible risk, however the Officer will not be alone during such visits. The post holder will be expected to adhere to D&S IFCA policies during these visits.

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/ marine fisheries field or experience at an equivalent level gained within the marine environment.

In addition, the post holder will be expected to have general administration knowledge and skills, and have, as a minimum, Level 5 GCSE in Maths and English.

The post holder will be expected to be competent in all aspects of MS Office, and confident in the use of Excel and in manipulating and maintaining large databases.

The postholder is required to demonstrate the ability to collate and review complex information from multiple sources, and analyse and present complex datasets as part of their Marine Development and Authorisations role. The postholder is expected to use a range of computer 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 post holder will be expected to deliver their role in line with the policies and procedures of D&S IFCA and will be expected to adapt their role in order to meet the statutory requirements of D&S IFCA.

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

Job Description agreed by:



Mat Mander - D&S IFCA Chief Officer

Date: 17/01/2022