



Role Profile

Role Title	Marine Development Officer		
Team/Service	<i>Environment</i>	Reports to	<i>SEnvO and FaAM</i>
Grade	<i>XXXX</i>	JE Code	<i>XXXXXX</i>
DBS Required	<i>Include level of DBS Check required</i>	Pension Scheme	<i>Include as appropriate</i>
Approving Manager	<i>Chief Officer</i>	Date of Issue of Role Profile	<i>XXXXXX</i>

Role Purpose

This is a multifunctional role that will assist with the management of the marine environment and inshore fisheries within the Devon and Severn Inshore Fisheries and Conservation Authority (the Authority) in order to meet IFCAs' statutory duties and the delivery of the Authority's Annual Plan.

This will primarily involve being responsible for the administration of the Authority's permit system and consideration of proposed activities through Marine Licence Applications and Exemption from byelaw requirements.

Context

D&S IFCA is one of ten statutory authorities in England responsible for the management of inshore fisheries for the conservation of marine resources and the marine environment. D&S IFCA core duties are set out in Section 153 (1) & (2) and 154 (1) of the Marine and Coastal Access Act 2009

153 Management of inshore fisheries

- (1) The authority for an IFC district must manage the exploitation of sea fisheries resources in that district.
- (2) In performing its duty under subsection (1), the authority for an IFC district must—
- (a) seek to ensure that the exploitation of sea fisheries resources is carried out in a sustainable way,
 - (b) seek to balance the social and economic benefits of exploiting the sea fisheries resources of the district with the need to protect the marine environment from, or promote its recovery from, the effects of such exploitation,
 - (c) take any other steps which in the authority's opinion are necessary or expedient for the purpose of making a contribution to the achievement of sustainable development, and
 - (d) seek to balance the different needs of persons engaged in the exploitation of sea fisheries resources in the district.

154 Protection of marine conservation zones

- (1) The authority for an IFC district must seek to ensure that the conservation objectives of any MCZ in the district are furthered.

Role Accountabilities

Annual financial accountability

None

Management accountability

None

Accountabilities *(may change from time to time without changing the general character of the role or the level of responsibility entailed)*

General

Assist the Finance and Administration Manager with the Authority's administration including acting as a receptionist and forwarding emails, calls to the appropriate officers

Permits

- Maintain D&S IFCA's database of permitted fishing vessels and ensure that it is accurately updated to avoid GDPR risks
- Process all permit applications and issue Permits in a timely and accurate manner to meet fishers' expectation and build the Authority's reputation.

- Ensure that cash and cheques received as part of the permitting processes are recorded correctly and provide an auditable account of money received to meet the Authority's Finance Policy requirements
- Provide Permit data to D&S IFCA's Enforcement Officers and other relevant authorities covered by Data Protection Agreements.
- Liaise with the Marine Management Organisation (MMO), Register of Shipping and Seamen and other agencies to cross check information provided on Permit Application Forms.
- Ensure all permit databases are updated and accurate to meet GDPR requirements and provide assurance that the Authority holds personal data securely.

Marine Licensing and Exemptions

- Review and triage Marine Licence 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 to inform sustainable development in the D&S IFCA District.
- Respond formally to all Marine Licence Applications at the appropriate level depending on the results of the triaging process.
- Receive and process Authorisation requests under D&S IFCA's Exemptions Byelaw 2019.
- Review proposed activity against the appropriate Byelaws and Byelaw Permit Conditions and identify risks associated with the activity including impact on the marine environment, existing use of the area including commercial and recreational fisheries.
- When required, produce Marine Protected Area assessments based on the information provided in Authorisation applications, in consultation with Natural England.

Corporate Accountabilities

Information security and governance

Manage information in line with IFCA's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered.

Health, Safety and Wellbeing

Proactively manage health and safety risks and support a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and lead on compliance with IFCA's policy and procedures.

Core Values

To deliver their duties, D&S IFCA and its officers use the core values of being:

- **A**daptive
- **E**ngaging
- **I**nnovative
- **O**pen
- **U**nderstanding

Behaviours	Assessment
<p>Working together You understand and focus on fishers' and stakeholders' needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> • You listen and attempt to identify and understand the needs of the fishers and other stakeholders' needs • You support and show empathy towards others • You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others • You share information and expertise with others • You respect others and you attempt to build trust and a strong working relationship with others 	Interview
<p>Personal responsibility You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> • You are trustworthy and reliable • You pay attention to your own health, safety and wellbeing and that of others • You understand the importance of detail and accuracy in the role and acknowledge errors, report them and play your part in addressing the causes • You appropriately challenge unhelpful behaviour • You seek feedback and review your own contribution • You are open to change and improvement • You take responsibility for your development • You are enthusiastic about and take pride in your work, and in so doing building the reputation of D&S IFCA 	Interview
<p>Resourceful You use your knowledge and skills to solve problems and make improvements to how you undertake your work</p> <ul style="list-style-type: none"> • You plan and organise your work and manage your time effectively 	Interview

<ul style="list-style-type: none"> You gather relevant information, analyse it and make timely informed decisions in the course of your work You are flexible and adaptable You respond constructively to change You demonstrate financial awareness relevant to the job you do You use your initiative and are creative in problem solving You deliver results and strive to meet the Authority's, fishers' and other stakeholders' expectations 	
---	--

Knowledge, skills & experience	Assessment
Relevant degree in a marine related discipline	Application form
Ability to develop effective working relationships with stakeholders, partner organisations and members of the public	Interview
Excellent organisational skills, including the ability to be manage own time effectively and work under pressure	Interview
Willingness to gain sufficient knowledge of relevant environmental legislation, such as Habitats Regulations, 25 Year Environment Plan, Fisheries Act and Environment Act, to understand D&S IFCA's obligations	Interview
Excellent scientific research and analytical skills	Interview Application Form
Proficient in the use of Microsoft Word, Excel in particular for, creating and maintaining databases	Application Form
Ensure a comprehensive knowledge of D&S IFCA's Permit Byelaws and Permit conditions.	Interview Application Form
Demonstrates a broad knowledge of D&S IFCA's inshore fishing industry, mariculture, recreational fishing activities to effectively engage and communicate with fishers and stakeholders and carry out their environment duties	Job Interview Application Form

Other requirements	Assessment
The normal duties of the role may involve driving on an occasional basis. It is a condition of employment that the role holder holds a valid UK driving licence for manual vehicles.	Interview
The normal duties of this role will involve the requirement to work unsocial hours including at weekends. It is a condition of employment that you exercise satisfactory level of flexibility to fulfil the objectives of the role	Interview
This position is subject to a criminal records disclosure check	YES