

Department of Environment, Food and Agriculture

Fisheries Directorate

Job Description

Job Title:	Executive Officer - Fisheries
Grade:	Pay Band 13
Location:	Department of Environment, Food and Agriculture, The Slieau Whallian, St Johns
Responsible to:	Sea Fisheries Policy Manager
Responsible for:	1 x Administrative Officer
Resources Managed:	Budgets relating to the Agriculture and Fisheries Grant Scheme

The Fisheries Directorate is responsible for the management and protection of fisheries and their supporting ecosystems within the Isle of Man and the territorial sea. Working with stakeholders, the Directorate aims to develop innovative and dynamic fisheries management measures that seek to balance the economic, environmental and social needs of the Isle of Man.

Job Purpose

This is a technical administrative post with responsibility for the implementation of fisheries policies and procedures within the Fisheries Directorate of the Department.

The main purpose of the post is to lead the technical support team and work closely with the Sea Fisheries Policy Manager, and other officers, in supporting the delivery of the Isle of Man's objectives and priorities as set out in Programme for Government and the Future Fisheries Strategy with the aim of achieving sustainable and profitable fishery sectors in the Isle of Man.

This will include:-

- Implementing the Directorate's requirements with regard to a range of sea fisheries management measures including those relating to licensing, quota and fishing effort.
- Developing and maintaining a working knowledge of matters relating to Electronic Reporting Systems (ERS), Registration of Buyers and Sellers (RBS) and Vessel Monitoring Systems (VMS), in order to manage the daily operational work of the Technical Support team.
- Contributing to the development of fisheries policy and legislation for the Isle of Man.
- Delivering administrative services for the Fisheries Directorate, with particular emphasis on sea fisheries matters.

Key Accountabilities

The key accountabilities of the post include:

1. Sea Fisheries Management Measures

- Administering and overseeing domestic commercial sea fishing licenses, issuing licence variations and providing advice to stake holders with regard to domestic licensing arrangements.
- Administering UK commercial fishing vessel licensing transactions in accordance with the UK Fishing Vessel Licensing Scheme (UKFVLS). Ensuring compliance with the UKFVLS. Issuing UK licence variations.

- Managing quota matters and ensuring compliance in accordance with domestic policy.
- Managing fishing effort matters and ensuring compliance in accordance with domestic policy.
- Assist with preparation of documentation relating to fisheries enforcement cases

2. Financial Assistance Schemes

- Supervising and assisting with the administration of applications for financial assistance made under the Agriculture and Fisheries Grant Scheme.

3. Fisheries electronic reporting systems (ERS)

- Working with the Sea Fisheries Policy Manager, Technical Support team and Enforcement Officers to ensure the smooth running of the operational aspects of ERS, RBS and VMS.

4. Fisheries legislation and policy

- Assisting the Sea Fisheries Policy Manager to review and update current legislation and policy and contribute to the development of new Regulations and policy documents.

5. Administration

- Providing secretariat for Isle of Man Scallop Management Board and other groups as required.
- Revising and updating the Directorate's online content via the website and social media.
- Managing the Directorate's responsibilities with regard to data protection, data control and data access.
- Maintaining the Directorate's office based risk assessments
- Ensuring that actions set out in the Directorates' procedures, as they relate to the Technical Support team are adhered to, and revised as required.
- Reviewing work flows with an emphasis on LEAN processing.
- Providing assistance to the Inland Fisheries Manager and the Senior Marine Environment Officer.

6. Interface with external agencies

- Developing and maintaining an effective working relationship with the devolved UK Fisheries Administrations and the other Crown Dependencies so as to keep up to date with their management policies and practices.
- Developing and maintaining an effective working relationship with vessel owners and masters, the Manx Fish Producers Organisation and other stakeholders.
- Providing technical support and advice to the Scallop Management Board, and other groups and organisations as required.

This document is intended to be a guide to the general scope of duties and not a rigid specification. This job description is subject to change and will be reviewed at regular intervals with the post holder. You may be expected to undertake any other duties appropriate to the grade.

Reporting Framework

The Executive Officer - Fisheries reports to the Sea Fisheries Policy Manager of the Department of Environment, Food and Agriculture.

The Sea Fisheries Policy Manager, as line manager for the post, is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the IoM Civil Service Performance and Development Review Scheme, as it applies to the post.

As Reporting Officer, the Sea Fisheries Policy Manager will ensure that in line with the time scale set out in the scheme, amongst other things:

- an annual Personal Delivery Plan and a Personal Development Plan is agreed with the post holder;
- a six monthly review and assessment of the job holder's performance and competency /behaviours is made; and
- an annual Performance and Development Review meeting is conducted.

The Executive Officer - Fisheries, as line manager for one Administrative Officer, is responsible as 'Reporting Officer' for the implementation of, and compliance with, the provisions of the IoM Civil Service Performance and Development Review Scheme. The Executive Officer – Fisheries will ensure that in line with the time scale set out in the scheme, amongst other things:

- annual Personal Delivery Plans and Personal Development Plans are agreed with the post holders;
- six monthly reviews and assessments of performance and competency /behaviours are made; and
- annual Performance and Development Review meetings are conducted.

Performance Management and Improvement

All Civil Servants have a personal responsibility for performance management. The role holder will be expected to contribute to their annual performance development review and interim performance reviews.

Regular meetings should be held with the line manager and annual interim reviews are encouraged by the Department. These are specifically designed to deliver the aims and objectives of the DEFA.

Health and Safety

The role holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager.

Integrity

As an appointee of the Department of Environment Food and Agriculture, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all DEFA business and to uphold such confidences.

Disciplinary Responsibility

The post has responsibility for stages of discipline, grievance and capability up to and including stage 3 of the disciplinary procedures – final written warning (not including suspension).

Competency levels for this post are:

Leading and working together [Level B]

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

Communicating and influencing [Level B]

Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree to ideas; takes active steps to build acceptance of proposals using knowledge of the organisation.

Achieving Results [Level B]

Prioritises own (and others') work to achieve team goals; schedules activities and resources to deliver to agreed timescale; communicates openly about changes to plans; proposes appropriate solutions and considers consequences of different options; makes decisions in a timely manner and recommends/refers important decisions as necessary; strongly focused on achieving results; takes responsibility for the delivery of team objectives.

Delivering a Quality Service [Level B]

Treats customer service as top priority; makes suggestions for improving aspects of service provision; takes on board suggestions for improving the quality of their work and collaborates with others to deliver excellent service; monitors income, costs and value for money.

Changing and Learning [Level B]

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.

Showing Commitment and Resilience [Level B]

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.

Person Specification

Role: Executive Officer - Fisheries

Department: Environment, Food and Agriculture

Division: Fisheries Directorate

Role Summary: To lead the technical support team and work closely with the Sea Fisheries Policy Manager, and other officers, in supporting the delivery of the Isle of Man's objectives and priorities as set out in Programme for Government and the Future Fisheries Strategy with the aim of achieving sustainable and profitable fishery sectors in the Isle of Man.

Attributes	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSEs at Grade C or above (or equivalent qualifications) including Maths and English	E	CV
Evidence of continuing career development and training	D	CV
Experience		
At least 2 years' experience within an office environment	E	CV
Relevant experience in a similar technical support role	D	CV
Proven experience of developing, documenting and implementing operational procedures	D	CV/Interview
Experience of working with a wide and varied range of stakeholders from different sectors and backgrounds	E	CV/Interview
Knowledge and Skills		
Knowledge of Irish Sea fisheries, the local industry and legislation	D	CV/Interview
Strong inter-personal skills to ensure effective verbal communication to help build relationships at all levels in both the public and private sector	E	CV/Interview
Proven ability to effectively prioritise and execute tasks in a high-pressure environment	E	CV/Interview/IT Test
Understanding/awareness of social media	D	CV
Understanding of data control, data protection and relevant legislation.	E	CV/Interview
Effective written and oral communication and ability to contribute to the production of draft reports/papers etc.	E	CV/Interview/ Written Submission
Effective IT skills; Microsoft Office, Word, Power Point, Excel particularly in relation to using spreadsheets to manage and analyse data	E	CV/IT Test
Disposition		
Ability to work under own initiative, with minimal supervision but able to recognise when to ask for assistance	E	CV/Interview
Strong attention to detail working to a high degree of accuracy and able to reassess priorities to ensure deadlines are met	E	CV/Interview
Confident in managing staff	D	CV/Interview
Good team player	E	CV/Interview
Circumstances/Interests		
Full clean driving licence	E	CV
Isle of Man Worker	D	CV