

Isle of Man Civil Service Job Description
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Job Title:	Sea Fisheries Policy Manager
Department:	Environment, Food and Agriculture
Directorate:	Environment (Fisheries Division)
Grade:	D 500 (Pay Band 19)
Reports to:	Head of Fisheries
Responsible for:	1 x EO Sea Fisheries, 1 x AO Technical Support

The Fisheries Division 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 Division 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 post, primarily operating at the strategic, policy and future focused level. The main purpose of the post is to support and work closely with the Head of Fisheries in developing a reliable, sustainable and profitable local fishing industry, whilst supporting the delivery of the Government's objectives and priorities set out in the Programme for Government.

This will include:-

- In conjunction with the Head of Fisheries, provide fisheries policy advice to the Director of Environment, Chief Executive, Minister and Political Members of the Department;
- Develop, recommend and progress strategic policies and plans for the Division in order to achieve the Government's aims with respect to the fishing industry;
- Contribute to the development of fisheries policy for the Isle of Man and implement action plans to ensure that there is interface and flow of communication with the Industry, other Directorates/Departments and adjacent jurisdictions, as required.

The post holder, in conjunction with the Department's Senior Management Group and other senior colleagues, will advise and assist the Chief Executive with research and the formulation of policies, strategy and objectives with specific regard to sea fisheries.

Also, in liaison with the Chief Executive, Director of Environment and Head of Fisheries, the post holder will manage both the stakeholder and political interface as regards fisheries policy, dealing with enquiries from politicians, representative organisations, service providers and others where a senior level input is required, in particular the initial preparation of Tynwald answers, as required.

Main duties and key accountabilities

The key accountabilities of the post include:

1. Fisheries policy and strategy
 - Undertake relevant policy research and keep up to date with fisheries developments in the EU and UK jurisdictions;
 - Advise and recommend policy in relation to commercially important fish species in Isle of Man waters to secure long term sustainable fisheries.
 - Take forward actions arising from the Sea Fisheries strategy and develop future strategies as appropriate.

2. Fisheries science, research & management

- Develop management measures to secure sustainable fisheries for all commercial species in Isle of Man waters;
- Develop and deliver relevant research and management programmes for Fisheries Closed Areas for the continued fisheries enhancement and protection of sensitive habitats and species;
- Establish proposals for the sustainable management and development of commercially fished for species in Manx waters and across the Irish Sea;
- Consider and advise on options for development and diversification for the industry to facilitate the delivery of the Food Strategy;
- Work with the Senior Marine Environment Officer and other colleagues to ensure that fisheries management is compatible with the protection of marine habitats and species in accordance with statutory responsibilities and international obligations.
- Work with the Head of Climate change in delivering objectives relating to climate change.

3. Fisheries electronic reporting and management systems

- Responsible for the day-to-day administration and routine contract management of all electronic reporting and management systems in conjunction with UK FAs.

4. Fisheries legislation

- Review and develop fisheries legislation for the Isle of Man in conjunction with the Sea Fisheries Enforcement Manager and other team members, ensuring legislation aligns with the needs of a future focussed, sustainable fishing industry and statutory environmental protection responsibilities;
- Ensuring the Department fulfils its legal obligations under international agreements. Ensure compliance with all effort and quota management regimes.

5. Fisheries licencing

- Responsible for the issue of sea fisheries licences on behalf of both the Minister for DEFA and the UK Secretary of State, in accordance with licencing regulations made by the Isle of Man and UK Governments;
- Responsible for managing the administration of complex commercial sea fisheries licences for all species.

6. Interface with external agencies

- To support the Head of Fisheries who will act as the primary point of contact for the Manx Fish Producers Organisation, the Scallop Management Board, industry working groups and other fishing sector groups on the Isle of Man;
- To facilitate partnership working with local fishing vessel owners, fish processors and other stakeholders;
- To provide technical support and advice to the Scallop Management Board and other working groups;
- To liaise directly with relevant officers in other UK jurisdictions and agencies to take forward national and international fisheries management initiatives.

7. Fisheries administration

- Review applications for scientific surveys and permits within Isle of Man territorial seas;
- In conjunction with the Head of Fisheries, respond to technical consultations from other Fisheries Administrations;
- Budget management;
- Contribute to the formulation of the Department's Business Plan and objectives and the Division's Service Delivery Plan;
- Corporate governance;
- Preparation of briefing papers on assorted topics within the remit of the Fisheries Division;

- Work with other government departments, developers and the fishing industry to ensure that Manx fisheries issues are fully considered in the consenting and delivery of marine developments in Manx waters and the wider Irish Sea.

8. General

- Assist the Head of Fisheries in all other areas of responsibility of the Division and to perform such other duties appropriate to the grade as may be required from time to time.

This job description 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.

Isle of Man Civil Service - Person Specification

Post: Sea Fisheries Policy Manager
 Department: Environment, Food and Agriculture

Attributes	Essential or desirable	Assessment method
Qualifications		
Relevant degree or equivalent qualification, preferably in fisheries management, fisheries science or similar	E	CV
Relevant post-graduate degree, preferably in fisheries management, fisheries science or similar	D	CV
Experience		
Relevant experience in a similar role or a policy delivery role	E	CV/interview
Experience in leading and managing a team	E	CV/ interview
Experience of working effectively with a wide range of stakeholders from different sectors and backgrounds	E	CV/interview
Experience of collecting and assessing information, using a variety of research methods and analytical techniques to produce detailed reports	E	CV/interview
Knowledge & Skills		
Excellent oral communication; confident when delivering oral presentations	E	CV/interview/test
Able to produce coherent and concise written reports	E	CV/interview
Proven ability to form productive working relationships with stakeholders	E	CV/interview
Analytical and problem solving skills; able to demonstrate sound judgment	E	CV/interview
Knowledge of Irish Sea fisheries, the local industry and legislation	D	CV/Interview
Experience of managing the political interface	D	CV/Interview
Disposition		
Proven ability to embrace change and communicate it positively to others	E	CV/interview
Self-motivated , dynamic and focussed	E	CV/interview

Resilient with the ability to work under pressure, prioritise and to manage a number of projects concurrently	E	CV/interview
Ability to build good positive working relationships with team members, senior managers, political members and industry representatives	E	CV/interview
Flexible and effective, able to meet operational needs in a reactive environment	E	CV/interview
Wiling to represent the Department at various events and meetings	E	CV/interview
Team leadership skills	E	CV/interview
Excellent time management skills and determination to achieve targets, often to tight timescales	E	CV/interview
Circumstances		
Isle of Man worker	D	CV
Full valid driving licence	E	CV
Available to attend meetings out of normal office hours and at different venues	E	CV/interview