

<b>Job Title:</b>	Fisheries Observer Manager		
<b>Department:</b>	Natural Resources	<b>Section:</b>	Administration
<b>Reports to:</b>	Head of Fisheries Management		
<b>Grade:</b>	C	<b>Job Code:</b>	326OM1
<b>Overall Purpose of the Role</b>			
<p>By effective resourcing, managing and deployment of a team of Fisheries Observers, this post holder will be responsible for ensuring robust biological and compliance data is collected from the licensed fishing fleets using standard operating observer protocols and making sure that this data is reported in a manner such that it can inform the real-time regulation and conservation of fish stocks within the Falkland Islands Conservation Zones. This critical role will also include delivery of training and debriefs, data analysis, report preparation and providing general support to the Head of Fisheries Science and Head of Fisheries Management.</p>			
<b>Main Accountabilities</b>			
<b>Role specific Accountabilities</b>			
<ul style="list-style-type: none"> <li>• Ensure robust operating procedures are in place for all tasking that will be expected of Observers, working with colleagues to refine these as necessary. This will include contributing to the development of compliance operational policy, procedure and protocols and identifying opportunities and ongoing improvement for these.</li> <li>• Working closely with the Head of Fisheries Science, (and science team as necessary), develop work plans for research cruises.</li> <li>• Coordinate the movements of Observers on and off commercial fishing/research vessels in liaison with the control &amp; enforcement team and/or local fishing agents, ensuring that the distribution of observers across the fleets are fair and that periods of deployment are reasonable.</li> <li>• Foster close working relations with other managers, including the Head of Fisheries Science and Head of Fisheries Management and other internal and external stakeholders.</li> </ul>			
<b>Resource Management</b>			
<ul style="list-style-type: none"> <li>• Recruit, support and direct all Observers, (science and compliance) in the collection of biological and compliance data, scientific samples and other relevant data as required. This will include mentoring and assisting staff in compliance activities undertaken in accordance with operational policies, procedures and protocols.</li> <li>• Transfer expertise and knowledge on the interpretation and application of legislation and behaviours in conducting field compliance activities as needed and develop and deliver formal briefings/training to promote innovation and efficiency.</li> <li>• Forge positive working relationships within the Fisheries team, the wider DNR and FIG in general, in order to support an effective matrix management approach to achieve departmental aims.</li> <li>• Ensure clear lines of accountability for staff in the delivery of DNR objectives and targets, linking in with the Head of Fisheries Science and Head of Fisheries Management and others as needed.</li> </ul>			

<b>Job Title:</b>	Fisheries Observer Manager
<b>Main Accountabilities continued</b>	
<p><b>Resource Management continued</b></p> <ul style="list-style-type: none"> <li>• Manage, motivate and develop staff within the team to ensure that they are able to deliver their full responsibilities.</li> <li>• Where Observers are provided by external service providers, ensure that a timely a procurement exercise takes place with clear Terms of Reference. Once a service contract is in place, this role will be accountable for the contract management, approval of invoices and reviews as needed.</li> </ul> <p><b>Data Management and oversight responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure that all data collected is standardised and ready for further analysis/action by the relevant fisheries sections, (this includes biological data for the stock assessment team; compliance data for the control &amp; enforcement team).</li> <li>• Ensure the timely production, review and publication of Observer reports, which will include screening and preliminary analysis of the data. This will also include, but not be limited to, ensuring that data collected is integrated into the FIFD database and ensuring the dissemination of reports to relevant stakeholders.</li> <li>• In collaboration with the Office Manager, ensure that any general administration with respect to the Observers and their accommodation is collated, managed and action appropriately.</li> </ul> <p><b>Health, Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Ensure, (in collaboration with the control &amp; enforcement team) that all observers carry out the required training to ensure successful boarding's prior to deployment at sea.</li> <li>• Ensure all observers are allocated with the appropriate safety and data collection equipment prior to at-sea deployment.</li> <li>• Carry out performance reviews and exit interviews to ensure that the service continues to evolve in response to the genuine needs and experiences of its workforce.</li> </ul> <p><b>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</b></p>	
<b>Additional Information</b>	
<p>The job requires significant flexibility, especially with respect to the deployment of Observers and instant decisions may have to be made without referring to other members of staff.</p> <p>Observers and fishing vessels can move at any hour of the day so a flexible approach to working outside normal working hours is necessary.</p> <p>This role will be responsible for the recruitment and line management of a team of up to 11 science and compliance observers deployed across the licensed fishing fleet.</p>	

Person Specification:	Fisheries Observer Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Minimum of 7 years' proven experience of successfully leading/managing a small/medium sized team, (ideally in the field of Fisheries observation and monitoring)	✓		A/I/R
Minimum of 3 years' experience as a Fisheries Observer	✓		A/I
Good understanding of Observer Programmes and their operations	✓		A/I
Robust IT experience including operating and contributing to the development of databases (eg Access and DataEase)	✓		A/I/R
Ability to communicate fluently in English (both verbally and in writing)	✓		A/I/R
Excellent facilitation and influencing skills	✓		I/R
Ability to work in an organised and systematic manner	✓		A/I/R
Excellent analytical and project management skills	✓		A/I/R
Capacity to write detailed and comprehensive reports using appropriate software packages such as Microsoft Word and Excel	✓		A/R
Good understanding of risk identification and risk mitigation in particular relating to the movement of people at sea	✓		A/I/R
Demonstrated ability to work in a multicultural setting as it relates to the work of Observers	✓		I/R
Ensures others understanding of, involvement in, adaptation to change	✓		I/R
Demonstrated ability to lead policy development for the effective management and administration of Observers and related science programs.		✓	A/I/R
Spanish as a second language		✓	A/I
<b>Personal Attributes</b>			
Methodical, disciplined and passionate approach to work	✓		I/R
Results oriented but recognises and responds appropriately to the ideas, interests and concerns of others	✓		I/R

Person Specification:	Fisheries Observer Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes continued</b>			
Builds trust and engenders morale by displaying open, transparent and credible behaviour	✓		I/R
Consistently displays a professional and diplomatic manner	✓		I/R
Respects individual/ cultural differences	✓		I/R
Forward-thinking and proactive	✓		I/R
Alignment with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
<b>Education, Qualifications &amp; Training</b>			
Degree (or equivalent) in Marine Science or related subject	✓		A
Completion of a basic sea survival (STCW95) course	✓		A
Valid Driving Licence	✓		A
Master's degree in science or other relevant subject		✓	A/I
Relevant Management Qualification		✓	A/I
Relational Database training		✓	A/I
<b>NB Equivalent combinations of educational qualifications and experience may be considered.</b>			
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:** A - Application Form    I - Selection Interview    R – Reference    O - Other