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| Job Title: | Licence & ITQ Manager | | |
| Department: | Natural Resources | Section: | Fisheries Administration |
| Reports to: | Head of Fisheries Management | | |
| Grade: | Falkland Islands Government Grade – D2 | Job Code: | 321L01 |
| Overall Purpose of the Role | | | |
| The postholder will manage the licencing of Falkland fishing activities in line with relevant Falkland Islands legislation and manage and maintain the Individual Transferrable Quota (ITQ) register ensuring industry's' timely compliance with all requirements. | | | |
| Key Role Activities | | | |
| <p>Role Specific Responsibilities</p> <ul style="list-style-type: none"> • Manage the Falkland Islands (FI) fishing licence regime, including the issue of all licences (fishing, transshipment, high seas and masters). This includes, but is not limited to the preparation of licence documentation and, through individual fishing company translators, undertaking licence briefings to each Master for each of the different fisheries. • Manage and implement ITQ processes set out in Fisheries legislation and regulations, including the administration of trades between ITQ companies, maintenance of the eligibility register, and review and approval of Charter party agreements between local fishing companies and their overseas partners, ensuring the underlying policy pertaining to ITQB is maintained. • Responsible for invoicing and monitoring of licences fees. This will include, but not be limited to, preparation of payment schedules and any other documentation necessary according to various licence types and agreeing with stakeholders the dates for payment, issuing invoices and ensuring the timely collection of all revenues pertaining to fishing, transshipment and export licences as well as ITQ access fees. • Support the Head of Fisheries Management and other team members facilitate the implementation of recommended fisheries management decisions by participating in the annual review of all license conditions. • Work with the Head of Fisheries Management to determine Illex applications against the assessment criteria. • Oversee the “compensatory day” policy, ensuring timely decisions of a grant/refusal of a ‘non fishing days’ (a set number days applicable only in the Loligo fishery, applications to take must be carefully considered and approved against set criteria) and ensure these days are recorded appropriately. • Monitoring of Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) website and ensuring all conservation measures are circulated to fishing companies, as well as issuing Toothfish catch documents and export document on the CCAMLR website. • Ensure that a clear monitoring framework is established for ITQ eligible companies, qualifying companies, charter parties and the FIG-Falkland Islands Fishing Companies Association Action Plan. | | | |

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| Key Role Activities | |
| <ul style="list-style-type: none"> • Daily liaison with fishing companies and team members to ensure everyone is kept up to date with any changes to licence conditions so developing a good understanding of possible issues to try and troubleshoot subsequent queries from industry. • Deputise for the Head of Fisheries Management and undertake any other relevant duties, including assisting the Office Manager as needed. | |
| Data Management and oversight responsibilities | |
| <ul style="list-style-type: none"> • Operation of a catch document scheme for the European Union to deter Illegal, Unreported and Unregulated (IUU) fishing and associated criminal activities in the islands coastal waters and Economic Exclusion Zone. • Following the setting of harvest controls in each fishery, circulate company specific Catch Entitlement data each ITQ owner and collate industry fishing plans. • Monitoring of catch entitlement transfers to ensure that fishing companies haven't allocated or sold more than their ownership. • Ensuring EU catch documentation is presented for each transshipment and endorse the documents to confirm that the catch is legal and is being exported correctly. • Issue of Dissostichus Catch Documents (DCD's) and Dissostichus Export Documents (DED's) to accompany each container of Toothfish. • Record ITQ trades of catch entitlement and ensure regular updates are provided to the Head of Fisheries Management. • Maintenance of databases to ensure that where harvest controls are set by an allocation of days for each vessel, this data is entered correctly against each fishery | |
| Sector Relationship Management | |
| <ul style="list-style-type: none"> • Ensure the timely briefing of all fishing masters prior to the start of fishing campaigns. This will include considering and implement alternate methods for briefings as necessary. • Foster constructive relationships with all stakeholders and ensure effective communications are maintained between all parties, including team members. • Working with the Head of Fisheries Management and other team members, to ensure vessel master/fishing companies have a clear understanding of their accountabilities, responsibilities and liabilities of relevant legislation to enable them to ensure their operations comply with and are aligned with legislative requirements. • Support the Head of Fisheries Management liaise with the industry on issues relating to compliance, science, control and enforcement. This may include representing the Head of Fisheries Management in their absence | |
| <p><i>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.</i></p> | |

| Person Specification: | Licence & ITQ Manager | | |
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| Criteria | Essential | Desirable | Assessment Method |
| Knowledge, Skills & Experience | | | |
| At minimum of 5 years' plus administrative work experience | ✓ | | A/I/R |
| Ability to work effectively in a reactive environment and provide a calm and measured response to emerging situations. | ✓ | | I/R |
| Excellent verbal communication skills and the ability to write clear and concise documents to a high standard, including briefs, reports and general correspondence. | ✓ | | A/I/O |
| Excellent computer skills and ability to learn new systems quickly. | ✓ | | A/I/R |
| Maintains excellent attention to detail even under pressure or when working to tight deadlines | ✓ | | A/R |
| Ability to work and liaise sensitively and effectively with people, while understanding cultural differences and diversity issues. | ✓ | | I/R |
| Proven ability to understand, correctly interpret and apply relevant legislation, policy and procedures. | ✓ | | I/R |
| Sound judgement – decision making skills. | ✓ | | I/R |
| Ability to develop and maintain effective working relationships with others. | ✓ | | I/R |
| Able to maintain confidentiality at all times. | ✓ | | I/R |
| Able to work effectively as part of a small team as well as on own initiative and be able to prioritise tasks and work related deadline. | ✓ | | I/R |
| Previous experience within fishery protection or law enforcement or other relevant experience appropriate to the post. | | ✓ | A/I/R |
| Experience in FI fishing industry and knowledge of the Fisheries (Conservation & Management) Ordinance 2005 | | ✓ | A/I |
| Ability to speak Spanish or other language relevant to the F.I. Fishery. | | ✓ | A/I |
| Working knowledge of Dynamics and FIG systems | | ✓ | A/I |
| Personal Attributes: | | | |
| Behaves in an honest, ethical and professional manner at all times. | ✓ | | I/R |
| Demonstrate patience in dealing with others whose first language is not English. | ✓ | | I/R |
| Team player, willing and able to assist other work colleagues. | ✓ | | I/R |
| Recognises and copes positively with stress in self and others and remains calm under pressure. | ✓ | | I/R |

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| Criteria | Essential | Desirable | Assessment Method |
| Contributes pro-actively to the goals and outcomes of a team environment. | ✓ | | I/R |
| Demonstrates awareness of commercial / political confidentiality. | ✓ | | I/R |
| Self-motivated with a proactive and flexible attitude to working hours as some weekend work will be required. | ✓ | | I/R |
| Methodical and accurate in all aspects of work. | ✓ | | A/I |
| Competent, reliable and diligent work ethic. | ✓ | | A/I/R |
| Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful | ✓ | | A |
| Qualifications & Training | | | |
| Educated to a degree level (or equivalent) in a relevant subject (or able to demonstrate other evidence of operating in a relevant role operating at this level of ability) | ✓ | | A |
| NVQ Level 5 (or equivalent) in Business & Administration or other relevant subject | ✓ | | A |
| GCSE Grades A-C (or equivalent) in Maths and English or demonstrated competence in these subjects at this level | ✓ | | A |
| Valid full Driving License. | ✓ | | A |
| IT qualification and/or Administration and Management qualification | | ✓ | A |
| NB Equivalent combinations of educational qualifications and experience may be considered. | | | |
| Note to Applicants: 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