

Sussex Inshore Fisheries and Conservation Authority

Job Description

Post Title: Deputy Chief Fisheries &
Conservation Officer

Location: Sussex IFCA Office

Grade: 8 (SCP 40-44)

Responsible to: Chief Fisheries &
Conservation Officer

Main purpose of the role

As a member of the Senior Management Team (SMT), the Deputy Chief Fisheries and Conservation Officer will lead on ensuring the Authority fulfils its responsibilities as defined by the relevant legislation (e.g. Marine and Coastal Access Act 2009). As part of the SMT the individual will lead a team of Operational Managers and have involvement in the strategic development of policies, plans and research.

The post carries the status of Inshore Fisheries and Conservation Officer and the post holder will be issued with a warrant card.

Key tasks and responsibilities

1. Develop and implement strategic plans to deliver fisheries and conservation management within the Sussex IFCA District.
2. As part of the SMT, lead on the creation, development and implementation of policies and strategies to improve the performance and communications of the Authority, including the generation of additional external funding.
3. As part of the SMT, lead the sectional Managers controlling: Compliance, Fisheries Conservation Research, Finance & Administration and Marine Operations.
4. As part of the SMT, lead on the development and strategic monitoring of budgets and other financial management.
5. Deputise for the Chief Officer as required.
6. As part of the SMT develop interagency relations through effective communications and networking. Develop appropriate memoranda of

understanding (MoU's), Service Level Agreements (SLA's) with key partner organisations.

7. Contribute to the development and strategic implementation of the Authority's Annual Plan
8. Have a clear understanding of Defra guidance to IFCA's, IFCA legal duties and environmental best practice and ensure it is applied in the work and policies of the Authority wherever practicable.
9. Manage a small team of staff, holding regular review meetings and ensuring that all performance and disciplinary issues are managed in accordance with relevant policies.
10. Identify required competencies and, in conjunction with the SMT and Operational Managers, oversee the production, delivery and monitoring of annual training plans for all staff..
11. Apply consistently the principles of Equal Opportunities, as embodied in the Authority's policies and practices, throughout the duties outlined above
12. Undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of services.
13. Undertake any other tasks commensurate with the grading of the post

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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Person Specification

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	Criteria	Is it essential or desirable	
		Essential	Desirable
Key Skills & Abilities	Able to produce written reports of research findings	✓	
	Strong presenting and communication skills	✓	
	Knowledge and experience of social media		✓
	Competent user of common ICT packages (e.g. Microsoft Office)	✓	
	Project Management	✓	
	Competent user of GIS software		✓
	Effective team worker	✓	
	Able to direct and lead staff	✓	
Education & Qualifications	First degree in relevant discipline (e.g. Fisheries, Marine Biology, Environmental Science) and/or demonstrate a high level of understanding in respect to the principles and process of marine fisheries and conservation management	✓	
	Post-graduate qualification in relevant discipline (e.g. Fisheries, Marine Biology, Environmental Science)		✓
	Management or Business Administration qualification		✓
	PRINCE 2 or other Project Management qualification		✓
Knowledge	Demonstrates a strategic	✓	

	understanding of marine fisheries and environment issues		
	Working knowledge of relevant national and European legislation and policies (e.g. Marine and Coastal Access Act 2009, Environment Act 1995)	✓	
	Knowledge of relevant local byelaws		✓
	Understanding of fishing methods and industry practices		✓
Experience	Managing staff	✓	
	Reporting to a board or committee or similar as a Senior Officer within a statutory authority or similar organisation	✓	
	Significant experience in the field of marine research		✓
	Undertaking practical research in the field of Fisheries, Marine Biology or Environmental Management		✓
	Implementation and enforcement of relevant legislation and associated guidance (e.g. Marine and Coastal Access Act 2009)		✓
	Collection and assessment of evidence for prosecution of offenders. An understanding of the principles concerning the collection and assessment of intelligence.		✓
Personal Attributes	Able to board vessels both ashore and at sea	✓	
Other	ML5/ENG1 certificate for marine operations or equivalent	✓	
	Full driving licence or the ability to meet travel requirements of the role	✓	
	Ability to respond to mobilisation calls and present at Shoreham Harbour inside 2 hours.	✓	

Date last amended: August 2021