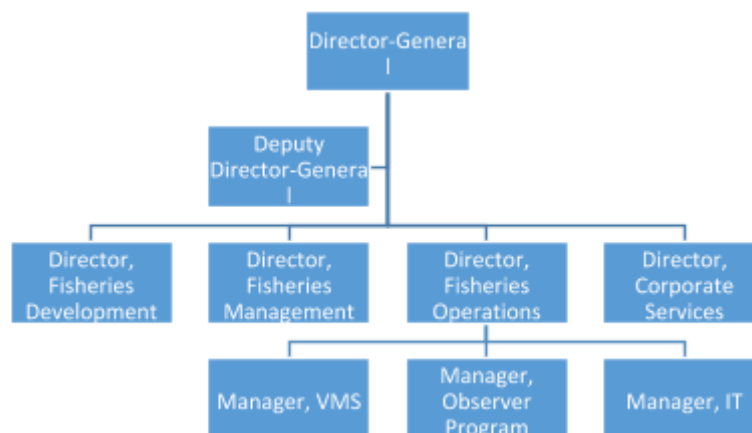


JOB DESCRIPTION

Job Identification:

Job Reference:	PI03FO01
Job Title:	Director – Fisheries Operations
Work Unit:	Fisheries Operations Division
Responsible To:	Director-General through the Deputy Director-General
Responsible For:	Up to 30 Staff including unit Managers
Job Purpose:	<p>To lead and manage the Fisheries Operations Division's program of work to reduce and eliminate Illegal Unreported and Unregulated (IUU) fishing in the region through rigorous Monitoring, Control and Surveillance (MCS) supported by effective Information Technology.</p> <p>The Director Fisheries Operations is responsible to the Director-General and Deputy Director-General for management of the Fisheries Operations Division (FOD). FOD is the largest Division in the agency with around 30 staff and an annual budget of approximately \$6 million. FOD deliver services, technical assistance, capacity building and other support to member countries on surveillance, enforcement and compliance issues, vessel monitoring systems, observer programs, information technology and information security. FOD also delivers IT services to the Secretariat. The Director is responsible for the operational aspects of the Regional Fisheries Surveillance Centre (RFSC) located at FFA Headquarters in Honiara. Strong communication and strategic management skills are an essential feature of the position. The Director has technical oversight of all programs as well as administration, planning and reporting responsibilities against FFA's corporate frameworks.</p>
Date:	16 October 2018

Organisation Context:



Key Result Areas:

The job of Director Fisheries Operations encompasses the following major functions or Key Result Areas:

- Provision of policy and technical advice
- Strategic direction and leadership
- Performance management
- Capacity development
- Relationship management
- Meeting support
- Higher duties

The performance requirements of the Key Result Areas are broadly described below.

<i>Jobholder is accountable for</i>	<i>Jobholder is successful when</i>
Provision of policy and technical advice	<p>MCS policies and programs are highly relevant to identified regional needs and consistently deliver best-practice outcomes against MCS Framework benchmarks. The identification, procurement and deployment of required IT hardware and programs materially supports these MCS objectives in timely and cost-effective fashion.</p> <p>Policy and technical advice on matters regarding areas of technical responsibility are robust, can withstand peer, member and wider public scrutiny, aligns with FFA approved frameworks and enhances the FFA's reputation as the leading provider of regional MCS services and advice.</p>
Strategic Direction and leadership of the Division	<p>Working effectively with the DG and other members of the Executive Management Team. Leading and contributing to Divisional and agency wide processes and teams, including those focussed on MCS and Information Technology. Timely and effective representation in key meetings including the Monitoring, Control and Surveillance Working Group, FFC, the WCPFC Technical and Compliance Committee and other WCPFC meetings.</p> <p>FOD budgets are effectively utilised and managed to achieve strong outcomes within the Key Results area of the Division's annual work</p>

	program including as reflected in the Statement of Intent.
<p>Performance Management</p> <p>Coordinate and Report progress of:</p> <ul style="list-style-type: none"> • Divisional and • Individual Staff Performance 	<p>Divisional Performance</p> <p>The Director will forge strong teamwork and management relationships with key Divisional staff including the Manager IT, Manager VMS and Manager Observer Programs. The Director will also remain closely engaged with senior staff within the RFSC. A key objective will be to ensure that the overall work of FOD is integrated and relevant to the broader Fisheries Management, Development and Corporate objectives and programs of the Agency.</p> <p>Other key management outcomes will be underpinned by:</p> <p>The Divisional work-plan being progressively implemented with targets identified and achieved within Budget and where needed timely remedial action and reallocation of resources is undertaken.</p> <p>Reporting of Division work activities and budget outcomes is provided to management on a regular basis, including in respect of timely inputs to the Statement of Intent, Annual Work program and Budget, numerous Donor activity reporting schedules and other Monitoring and Evaluation processes undertaken by the Agency, including in respect of the new Regional Monitoring, Control and Surveillance Strategy.</p> <p>Helping to meet the targets and objectives contained within the Regional Roadmap for Sustainable Pacific Fisheries.</p> <p>Budgets are proactively managed and procurement is undertaken and recorded so as to be fully compliant with relevant Agency Financial regulations and procedures.</p> <p>Individual Staff Performance</p> <p>Timely and effective Performance Management of staff is undertaken, with full adherence to the requirements of the annual Individual Performance Management system, including by the timely conclusion of Individual Performance Agreements, mid-term review and end-of-year evaluation. Effective liaison with team leaders and delegated supervisors.</p>

	Timely management of staff contracts and recruitment in liaison with Corporate Services Division. An understanding and commitment to gender equality and principles.
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Jobholder is accountable for	Jobholder is successful when
Developing Capabilities	<p>Staff can articulate how their roles contribute to achievement of FFA outcomes and are highly motivated and engaged in achieving outcomes – reflected by staff performance and progress against the Divisional work-plan. Skills and knowledge gaps are identified and addressed.</p> <p>Sub-standard performance is identified and effectively managed. Training and work experience opportunities are advanced</p> <p>Systems and processes are continuously assessed and refined with reforms undertaken to advance efficiency and effectiveness, including though out-sourcing where required.</p>

<i>Jobholder is accountable for</i>	Jobholder is successful when
Relationship management <p>With The DG and the Executive Management Team, member countries, donors and other stakeholders regarding matters within their area of technical responsibility.</p>	<p>They forge strong teamwork with the Senior Executive and the FOD team, in a manner that is cooperative, consultative, transparent and readily sharing of ideas and information.</p> <p>Able to effectively communicate with and influence donors, member representatives (often at the levels of CEOs and Ministers) and others to agree and support initiatives under their areas of technical responsibility</p>
Meeting support <p>For all meetings in which relevant areas of technical responsibility are involved e.g.-</p> <p>MCSWG, RIMS/RIMF, FFC meetings, sub-regional and other regional meetings, WCPFC sub committees and Annual sessions, Donor High level consultations etc.</p>	<p>Ability to provide high quality meeting support, including preparing and editing papers and coordinating others to do so, presenting to meetings and overseeing record keeping.</p> <p>Ability to chair meetings, undertake consultation and advocate effectively for FFA positions and outcomes.</p>

Higher Duties To act on occasion as Officer in Charge in the absence of the Senior Executive.	Management of Secretariat according to approved standards and governance frameworks. Knowledgeable and effective representation of FFA interests and approach.
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Note

The above performance requirements are provided as a guide only. The precise performance measures for this job will be further discussed between the jobholder and supervisor as part of the performance management process.

Work Complexity:

Most challenging duties typically undertaken:

- ◆ Influence and advocacy – lead and direct discussion and negotiations with FFC, member delegations including Ministers, and with donors and other stakeholders, to secure positive outcomes within agreed frameworks and policies in areas of responsibility
- ◆ Complexity of effectively managing 30 staff , including in respect of recruitment and welfare in a hardship location
- ◆ Managing member expectations relevant to resources and other operational factors within an increasingly crowded fisheries sector
- ◆ Ensuring that other technical support staff understand and plan for the complex interactions between FOD, other Divisions and the broader interests of the membership.
- ◆ Proactively addressing the diversity and needs of regional, sub-regional and international interests and the evolving relationships with Distant Water Fishing nations (DWFNs) and the fishing industry.
- ◆ Oversight of the development and roll-out of effective Information Management Systems to support fisheries management and MCS by FFA member countries at national, sub-regional and regional level including systems operated by the Secretariat and by members.
- ◆ Implementing the requirements of the FFA’s Information Security Management System, advancing that work at the national level, and supporting national MCS through the identification and deployment of effective IT hardware and software systems.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> ▪ External - Representatives of member countries, including diplomatic, fisheries and defence representatives. Donor Representatives	Scoping works, provision of policy and technical advice, facilitation of policy development, scheduling of interventions, Reporting on progress of Donor projects as well as advancement and advocacy of project proposals for funding Reporting

WCPFC, PNAO, SPC and other regional and international organisations	
<ul style="list-style-type: none"> Internal – <p>Executive (Director General and Deputy Director-General)</p> <p>Divisional Staff</p> <p>Other Directors</p> <p>Corporate Services Staff</p>	<p>Take decisions</p> <p>Provide policy and technical advice in area of technical responsibility</p> <p>Report progress of Divisional work-plan and status of finances in areas of technical responsibility</p> <p>Direct, supervise and coach</p> <p>Facilitate development of medium term and annual goals and workplans</p> <p>Collaborate on common areas of work and division of responsibilities on cross-cutting issues</p> <p>Seek financial and program management support where necessary.</p>

Level of Delegation:

The jobholder:

- manages operational budgets totalling up to US\$6m
- can authorise up to \$100,000 of costs in own budget
- can sign letters on matters routine to area of technical responsibility
- supervises up to 30 staff including through specific Unit Managers

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications, Skills, Knowledge and Experience

Essential:

- A tertiary degree in a relevant area
- Minimum 8 years proven experience in the area of Monitoring, Control and Surveillance and/or compliance policy as they relate to fisheries, of which 3 years as a Manager

<ul style="list-style-type: none"> ● Proven experience or capacity to manage people and programs and the ability to engage with Senior Management to drive the strategic direction and performance of the Agency and the relevant work unit(s)
<ul style="list-style-type: none"> ● Extensive experience managing complex administration programs related to natural resources management, including budget process, Monitoring and Evaluation, contract management and staff supervision
<ul style="list-style-type: none"> ● Extensive experience in managing activities utilizing sophisticated technology solutions, e.g. those utilizing satellite communications, and an ability to deliver those activities in a challenging environment
<ul style="list-style-type: none"> ● Proven ability to develop high level policies and in providing quality analysis and advice.
<ul style="list-style-type: none"> ● Excellent communication, interpersonal, relationship building and customer service skills and experience relevant to FFA's core business.
<ul style="list-style-type: none"> ● Ability and willingness to travel frequently within the region often for extended periods of time.
Desirable:
<ul style="list-style-type: none"> ● Relevant post graduate qualifications
<ul style="list-style-type: none"> ● Experience living and working in the Pacific or developing countries
<ul style="list-style-type: none"> ● Knowledge of the tuna fisheries in the Pacific and the current challenges in tackling by IUU fishing.
<ul style="list-style-type: none"> ● Operational compliance experience.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Policy development skills Facilitation and influencing skills Monitoring and Evaluation skills Excellent oral and written communication skills
Advanced level	Legislative and compliance requirements with regards to the offshore fisheries sector, including in relation to sub-regional, regional and international agreements on rights based fisheries management, particularly in relation to highly migratory fisheries i.e. tuna. FFA Corporate Frameworks: <ul style="list-style-type: none"> ● Strategic Planning and Monitoring and Evaluation frameworks ● Annual Work Programme and Budget ● FFA Governance Framework
Working knowledge	Cultural diversity and development aspirations of membership Principles of contemporary fisheries management

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

Personal Attributes

- Excellent Analytical Skills
- Excellent communication skills (written, verbal, and interpersonal)
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, and adaptation to change processes.

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.