

JOB DESCRIPTION - Fisheries Management Adviser

Job Identification

Job Reference:	PI05FM01-05
Job Title:	Fisheries Management Adviser
Work Unit:	Fisheries Management Division
Responsible To:	Director Fisheries Management
Responsible For:	No subordinates
Job Purpose:	<p>This job exists to:</p> <p>Provide advice and support to FFA member countries in the development of effective national and regional management arrangements for the oceanic fisheries within national waters and throughout the western and central Pacific in support of members' development aspirations.</p>
Date:	March 2012

FFA Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

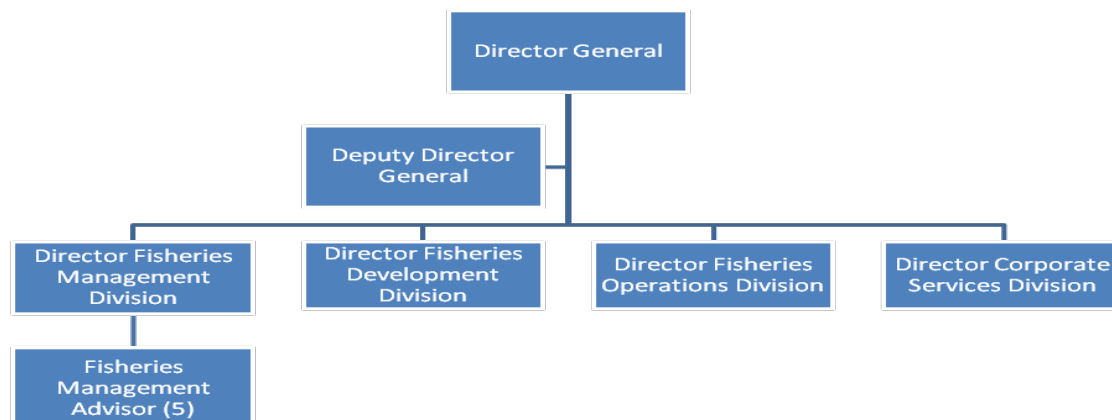
Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

Empowering FFA Members to take collective and national action for the sustainable use of offshore resources.

(FFA Strategic Plan 2020-2025)

Organisational Context



Key Result Areas

This role encompasses the following major functions or Key Result Areas

1. Technical Advice
2. Project Management
3. Networking Relationships
4. WCPFC Liaison Support

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

Jobholder is accountable for	and is successful when
Technical Advice: <ul style="list-style-type: none"> • Work closely with members of the Fisheries Management Division, and with members of other Divisions on the formulation of advice and briefings on WCPFC issues. • Provide advice on WCPFC issues, including through preparation and coordination of briefs and compilation and preparation of material from other staff, for WCPFC meetings and bilateral negotiations between FFA and other Commission members or other States. This may include, provision of advice, briefings and support to FFA members' participation in international meetings (eg UN, FAO, other tuna RFMOs), which have outcomes relevant to FFA members' interests in the WCPFC. • Research, prepare and present papers to a high standard for presentation to or reference by FFA members at international forums, particularly those concerned with tuna. • Assist FFA Members with the implementation of WCPFC measures and meeting their obligations under the WCPFC Convention and other regional and international fisheries instruments. • Advise and assist Pacific Island countries to identify, prioritize and analyse fisheries management issues in the oceanic fisheries of the western and central Pacific. • Advise and assist Pacific Island countries to develop and/or revise 	<ul style="list-style-type: none"> • FFA members' interests in fisheries management are secured. • Advice is relevant and in line with overall regional development priorities. • Policy advice in technical area of expertise is accepted and approved for decision making • Policies are updated. • Members are able to effectively engage in WCPFC and other regional meetings to promote SIDS aspirations and secure opportunities for development • Preparation and submission of briefs of high quality to FFA members and other stakeholders. • Presentation of high quality papers in relation to fisheries management matters. • Effective support provided to FFA members participation in the WCPFC • Revised and relevant policies for national development plans are completed. • Effective support provided for the work of FFA in relation to WCPFC activities

national oceanic fisheries management plans, policies, legislative instruments, institutions and programs.	
Project Management: <ul style="list-style-type: none"> Facilitate and coordinate workshops and/or seminars on responsible and sustainable fisheries management. Support fisheries management activities of the Forum Fisheries Committee and related sub-committees and working groups. Assist other staff throughout the FFA to prepare and implement work programs in relation to fisheries management activities in FFA member countries. Provide oversight of consultants and contractors engaged to provide fisheries management advice and support to FFA Members 	<ul style="list-style-type: none"> Workshops are successfully implemented and fisheries management issues covered. Review/Evaluation reports completed and recommendations documented and accepted.
Networking Relationships: <ul style="list-style-type: none"> Foster effective relations with the oceanic fisheries managers of FFA member countries and other key stakeholders. Foster effective relations with SPC Oceanic Fisheries Programme (OFP) staff; Foster effective relations with WCPFC Secretariat staff. 	<ul style="list-style-type: none"> Effective networking relationships built. Relevant integrated services and policy provided. Professional networks of FFA members, CROP agencies, NGOs and representatives from non-FFA members are developed and maintained to ensure accurate advice to members.
WCPFC Liaison Support: <ul style="list-style-type: none"> Be the primary point of contact including general correspondence and other information exchanges between the WCPFC, FFA, and FFA members. Liaise with the WCPFC Secretariat and WCPFC Office Bearers and, as appropriate, non-FFA States, on key WCPFC issues. Provide technical, coordination and administrative support to WCPFC meetings and issue management, including 	<ul style="list-style-type: none"> Effective support provided to FFA Secretariat and FFA Members in relation to WCPFC activities Effective in acting as FFA Secretariat primary point of contact with WCPFC Secretariat

<p>facilitating consultation with FFA members, at WCPFC meetings or FFC, including Ministerial FFC.</p> <ul style="list-style-type: none"> • Provide advice and support to the FFA Executive in the planning, coordination, formulation and delivery of policy advice on WCPFC issues, including advice and support to planning and coordination of the FFA work programme with respect to WCPFC issues. Also provide advice to the FFA Executive on the planning, coordination and finalisation of FFA briefs for WCPFC meetings, including compilation of material from other staff. • Provide advice and briefings to member governments on WCPFC issues, including through the conduct of national or subregional consultations, on national implementation and to assist in identifying national priorities arising from WCPFC issues. • Establish and maintain a network of officer level contacts throughout FFA member countries, the Commission and other WCPFC and regional stakeholders. 	
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Note:

The above performance requirements are indicative of the general nature of the tasks required of this position. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken are;</p> <ul style="list-style-type: none"> • Conduct national stakeholder consultations and issues analysis • Provide real time policy and analytical advice to support rapid decision making by members, often during meetings • Conduct detailed analysis of scientific reports to provide and present simplified briefs
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
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External <ul style="list-style-type: none"> • Members • WCPFC Secretariat • PNAO • NGOs and fishing industry reps • Other CROP Agencies 	<ul style="list-style-type: none"> • Receive requests and provide advice and assistance where appropriate • Provide and receive advice
Internal <ul style="list-style-type: none"> • Director of Fisheries Management and other FMD staff • Advisers from Operations and Development divisions 	<ul style="list-style-type: none"> • Provide and receive technical advice • Take directions • Report on progress of work • Cooperate in and/or manage multi-disciplinary projects and teams

Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • Commit to and organise regional travel in line with FMD work plan and Service Level Agreement tasks (subject to approvals) • Manage consultancies, including reviewing outputs • Manage multiple projects across several members • Manage small teams of consultants, staff from other divisions and member personnel.

Person Specification

Essential	Desirable
<ol style="list-style-type: none"> 1. Undergraduate degree in fisheries management, natural resource management, fisheries science (or other related field) relevant to the demands of the role. 2. At least five years progressive experience in fisheries management. 3. Knowledge and experience of the international legal framework governing management of highly migratory fish stocks, including the role and function of RFMOs 4. Demonstrated experience applying contemporary fisheries management principles, methodologies and issues. 5. Demonstrated experience in drafting of fishery management plans and policy analysis and development. 	<ol style="list-style-type: none"> 1. Postgraduate qualifications in a relevant field 2. Direct experience in the workings of WCPFC 3. Excellent communications and writing skills 4. Understanding of the development aspirations and challenges of FFA members. 5. Experience working and living in a developing

6. Knowledge (or the capability to rapidly acquire) of oceanic pelagic fisheries with an emphasis on tuna and the tuna industry.	country, particularly in the Pacific.
7. Experience in researching, preparing and presenting submissions and papers to large fora.	
8. Excellent communication, interpersonal and stakeholder relationship building skills and experience relevant to FFA's business and organizational context.	

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

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

Expert Level	<p>Ecosystem approach to fisheries management framework</p> <p>Development and implementation of Harvest Strategies</p> <p>Integrated fisheries management principles and their application in the Pacific island member countries</p>
Advanced Level	<p>Experience working in the context of Regional Fisheries Management Organisations</p> <p>Experience in the development of fisheries conservation & management measures.</p> <p>Knowledge of WCPFC Conservation Management Measures and compliance requirements</p>
Working Knowledge Level	<p>Understanding the role and contribution of Fisheries Management in supporting Pacific Leaders Vision</p>

	<p>WCPFC roles and functions and key areas of work program and impact on members and FFA</p> <p>FFA member responsibilities and possible implications</p>
Awareness	Fisheries MCS Issues

Key Behaviours

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

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Focus on FFA members' needs
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- 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, adaptation to a change process

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.