

B: Job Description

Job Identification

Job Reference:	
Job Title:	Manager, Vessel Monitoring System (VMS)
Work Unit:	Fisheries Operations
Responsible To:	Director of Fisheries Operations
Responsible For:	Supervision of five (5) staff members
Job Purpose:	<p>This job exists to:-</p> <ul style="list-style-type: none">Manage the operations of the FFA VMS and the FFA Vessel Register and the resources available to FFA and to drive improvements to the VMS and Vessel Register services made available to FFA members and other clients.
Date:	2016

FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency

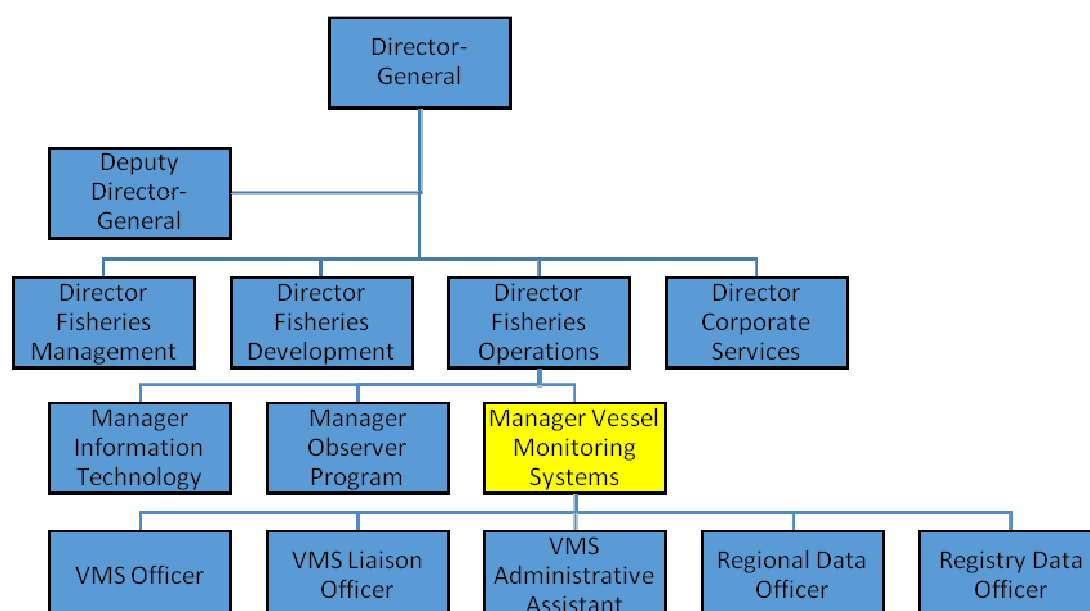
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources.

FFA Strategic Plan 2014-2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

- 1. Provision of effective Policy Advice.**
- 2. Strategic Planning.**
- 3. Effective Management and Support.**
- 4. Build and maintain effective networking relationships.**
- 5. Other duties.**

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

is accountable for	and is successful when
1. Provision of effective policy advice <ul style="list-style-type: none">Contribute to Fisheries Operations services and provide advice (in conjunction with the VMS team) to FFA Executive Management on effective utilization of the Agency's VMS and Vessel Register resources to support core activities for the FFA Members and the FFA Secretariat.Identify pertinent issues and solutions pertaining to the area of work.	<ul style="list-style-type: none">FFA Members and FFA Secretariat interests in VMS and Vessel Register are secured.Advice is relevant and in line with overall regional development priorities for VMS and Vessel Register.Policies, Procedures, Standard Operating Procedures are updated and kept current.
2. Strategic Planning <ul style="list-style-type: none">Contribute to FFA Corporate planning process, Budget process, Capability planning process for the Division and Annual Work Programs and Budget (AWPB).Maintains strategic vision for the operation and usefulness of VMS, especially in light of changing priorities and emerging technologies	<ul style="list-style-type: none">Corporate Plan, Budget, Capability Plan and AWPB reflect priorities and needs for the VMS Unit.Strategic vision for VMS and Vessel Register is maintained and updated as appropriate.
3. Effective Management and Support <i>Resources (Human, Financial & Physical)</i> <ul style="list-style-type: none">Manage the FFA Vessel Register and the FFA Vessel Monitoring System (VMS) staff.Manage the operations and resources associated with the FFA VMS and the Vessel Register.Manage the approved annual budgets associated with the Vessel Register/VMS servicesManage the current Service Level Agreement (SLA) for the provision of WCPFC VMS and support services.Manage the existing SLAs with VMS service provider. <i>Member Country & FFA Support</i> <ul style="list-style-type: none">Manage the contracts and Service Level	<ul style="list-style-type: none">Management and support of Vessel Register/VMS operations and systems are effectively provided and implemented.Appropriate management and allocation/usage of resources.Annual work plans and activities are achieved in line with the implementation schedules and resourcesThe WCPFC VMS Service Level Agreements implemented and managed effectively ensuring all support services provided.The VMS Service Provider continues to effectively provide services outlined in the SLAs.Country SLAs are implemented where appropriate

is accountable for	and is successful when
<p>Agreements (SLAs) associated with these services.</p> <ul style="list-style-type: none"> • Manage and contribute (in conjunction with the VMS team) to the design, development and implementation of training programs to support these services. • Provide (in conjunction with the VMS team) support for regional MCS operations for FFA members. Such support may include back up and on-site support. • Provide (in conjunction with the VMS team) VMS data, support, compliance and enforcement assistance to FFA members and clients. 	<ul style="list-style-type: none"> • Training workshops are conducted to address development needs. • Assistance is effectively provided to members to support National and Regional MCS Operations. • Assistance and support is effectively provided to members to meet national requirements and other clients for the services provided.
<p>4. Build and maintain effective networking relationships</p> <ul style="list-style-type: none"> • Liaise with FFA members, clients, FFA staffs Service Providers and contractors to develop, test and implement new services. 	<ul style="list-style-type: none"> • Contracts and SLAs managed effectively. • Effective networking relationships built.
<p>5. Other</p> <ul style="list-style-type: none"> • Perform other tasks as required from time to time. 	

Note:

The above performance requirements are provided as a guide only. 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

The most challenging duties typically undertaken-;

- Liaising and servicing FFA member VMS authorities.
- Identifying emerging VMS deficiencies and gaps and responding effectively to them.
- Ensuring cost efficient and effectively run VMS/Vessel Register services.
- Development and delivery of appropriate VMS training curricula.
- Development, implementation and maintenance of an overarching strategic VMS strategy.
- Maintenance of existing SLAs with VMS service provider.
- Maintenance of the existing SLA for the provision of WCPFC VMS and support services.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Members, Regional, Sub-regional organisations, WCPFC and Stakeholders. 	<ul style="list-style-type: none"> • Provide and receive advice.
<p>Internal</p> <ul style="list-style-type: none"> • Director of Fisheries Operations • FFA Executive Management • SOO and other MCS staffs • Legal Counsel • Other Staff 	<ul style="list-style-type: none"> • Provide and receive technical advice. • Take directions. • Report on progress of work. • Liaise on legal matters relating to areas of work

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Level of Delegation

The jobholder:

- Commit to and organize regional travel in line with FOD work plan and SLA tasks (subject to internal approvals)
- Manage consultancies, including reviewing outputs.
- Manage multiple projects across several members.
- Manage small teams of consultants, staffs from other divisions and member personnel.

Person Specification

Essential	Desirable
<p>Qualification:</p> <ol style="list-style-type: none"> 1. Tertiary qualifications in fisheries or related field and/or in Monitoring, Control and Surveillance (MCS). <p>Experience</p> <ol style="list-style-type: none"> 2. At least five years demonstrated experience in <ol style="list-style-type: none"> a. managing a fisheries compliance and fishing vessel registration program with b. experience in managing at least 5 or more staff and c. proven project and contract management experience 3. Experience with working in Windows, UNIX and networked environment and strong skills in the use of GIS applications. 4. Demonstrated working experience in a Monitoring, Control and Surveillance (MCS) environment with direct experience in operating maritime VMS. 5. Demonstrated ability to communicate fluently both orally and in writing across a whole range of stakeholders within and outside FFA 6. Prior experience in the Pacific and/or developing country situation. 	<p>Qualification</p> <ol style="list-style-type: none"> 1. Academic maritime MCS training <p>Skills, knowledge and abilities</p> <ol style="list-style-type: none"> 2. Proven ability to assist and support unilateral, bilateral and multilateral MCS operations. 3. Proven abilities in MCS training positions 4. Understanding and an appreciation of IT Infrastructure issues and challenges faced by member countries and ability to identify possible strategies for addressing them.

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	<ul style="list-style-type: none">• Advanced knowledge of VMS and Vessel Register needs of member countries and strategies for addressing these needs.• High level of facilitation and training skills.
Advanced Level	<ul style="list-style-type: none">• In-depth knowledge of VMS issues faced by member countries.
Working Knowledge Level	<ul style="list-style-type: none">• Excellent understanding of MCS Surveillance in supporting Fisheries Operations and Fisheries Development and Management.
Awareness	<ul style="list-style-type: none">• Understanding of MCS Surveillance in supporting Fisheries Operations and Fisheries Development and Management.• FFA strategic planning and reporting framework and key strategic and operational planning documents such as the Strategic Plan, Statement of Intent, Annual Work Program and Budget and Annual Report.

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

- 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.

Changes 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 the work environment-including technological requirements or statutory changes. Such changes may be initiated as necessary by the Director Fisheries Operations. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.