

FFA: AIR SURVEILLANCE PLANNING OFFICER (ASPO)

Job Identification

Job Reference:	
Job Title:	Air Surveillance Planning Officer (ASPO)
Work Unit:	Fisheries Operations Division
Responsible To:	Surveillance Operations Officer 1
Responsible For:	Nil Staff
Job Purpose:	The position of Air Surveillance Planning Officer exists to coordinate, plan, execute and report on the Pacific Maritime Security Program (PMSP) Aerial Surveillance for FFA members
Date:	January 2018

FFA's Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

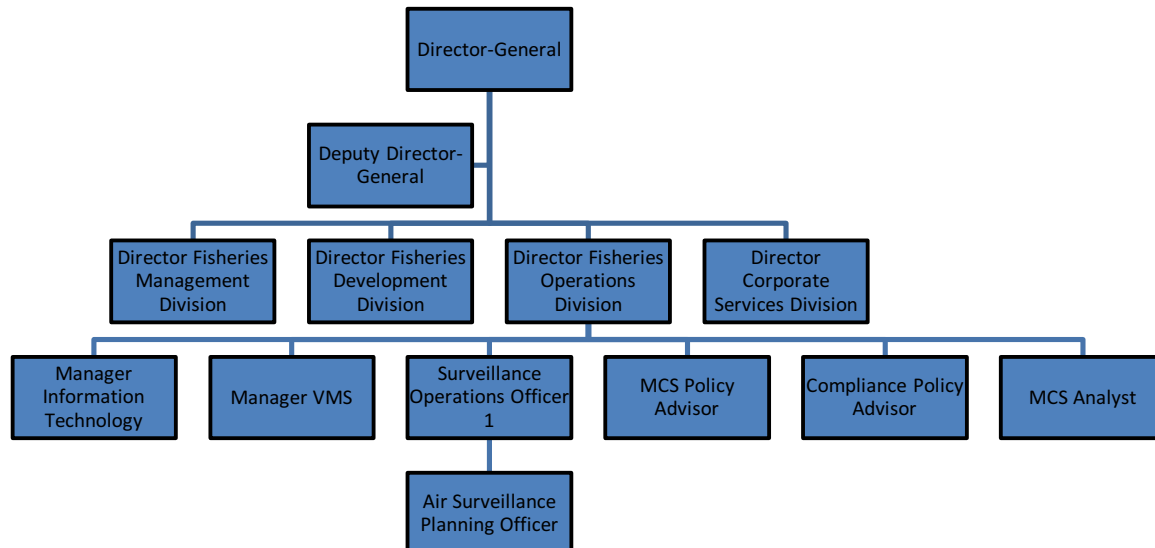
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources

Mission for the Pacific Island Forum Fisheries Agency

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

FFA Strategic Plan 2020

Organisational Context



Key Result Areas

Working within the operational structure of the Regional Fisheries Surveillance Centre (RSFSC), this position encompasses the following major functions or Key Result Areas

1. Executing the operational planning control of the FFA Surveillance asset provided under the PMSP in alignment with the Memorandum of Understanding.
2. Conduct operational liaison with FFA members' surveillance authorities and representatives of other relevant projects, programmes and stakeholder groups
3. Develop robust network and maintain effective relationships with FFA member surveillance authorities on use of aerial surveillance asset
4. Producing key reports on operational and intelligence results
5. Updating the Communication Plan and Standard Operating Procedures (SOPs)
6. Working with the FFA Surveillance Operations officer to align aerial surveillance with the FFA operations

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

is accountable for	and is successful when
1. Executing the operational control of the FFA Surveillance asset provided by the PMSP <ul style="list-style-type: none">Operational planning, tasking and execution,Collection and evaluation of relevant intelligence,Intelligence based surveillance scheduling and prioritisationCollating and delivering reportsConduct intelligence-based scheduling of aerial surveillance in coordination with the Pacific Patrol Boats across 15 Member country EESs Territorial Waters and adjacent High Seas Pockets under Operation 365Develop in cooperation with other FFA staff, procedures to encourage and facilitate risk-based asset deployment (surface and areal) throughout the region	<ul style="list-style-type: none">Timing is agreed with all partiesAchieve agreed outcomes for partiesOngoing liaisonReports capture required and useful operational metrics and intelligence
2. Conduct operational liaison with FFA and members' surveillance authorities and representatives of other relevant projects, programmes and stakeholder groups <ul style="list-style-type: none">Respond to Short Notice TasksContribute to the overall RFSC delivery of MCS services to FFA members	<ul style="list-style-type: none">Maintain effective regular liaison with operational partnersEfficient and effective response to Short Notice tasksAerial data support overall RFSC MCS services to members
3. Develop robust network and maintain effective relationships with FFA member surveillance authorities and secretariat surveillance team on use of aerial surveillance asset <ul style="list-style-type: none">Liaise with and network with relevant regional organisations and other	<ul style="list-style-type: none">Effective networked relationships with members, regional agencies, stakeholders, TSC Air Liaison Officer, and other authorized organizations and individualsEffective communication and relationships with national

is accountable for	and is successful when
<p>stakeholder organisations, and authorised key stakeholders and other individuals involved in project implementation</p> <ul style="list-style-type: none"> • Maintain effective communication with surveillance authorities to ensure and equitable delivery of aerial surveillance services to member nations and meets the agreed objectives • Regular liaison with aerial operator air liaison officer (TSC ALO) to optimise the use of aerial surveillance asset in support of FFA members' MCS activities to achieve maximum effectiveness and cost efficiency • Maintain regular communication with FFA member countries and stakeholders on issues of common interests in utilisation of aerial surveillance assets 	<p>surveillance, fisheries, diplomatic and civil aviation as required</p> <ul style="list-style-type: none"> • Effective and efficient usage of Aerial Surveillance Asset in supporting Member countries' MCS activities
<p>4. Communication Plan and Standard Operating Procedures-</p> <ul style="list-style-type: none"> • Update the communication plan and Standard Operating Procedures to facilitate quick response in the event of changing priorities, threats and opportunities, including managing the processing of Air Task Requests, Air Task Messages and Air Task Orders 	<ul style="list-style-type: none"> • SOPs in place and relevant • SOPs facilitate delivery of services

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

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • Managing different and competing member countries priorities for aerial surveillance requests • Managing relationships with national surveillance, diplomatic and civil aviation authorities as required to ensure effective aerial surveillance approvals, operations and assessments • Working effectively with members of the FFA secretariat team, regional partners and aerial surveillance operator

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Contractor • FFA Member Surveillance Authorities • Pacific Patrol Boats 	<ul style="list-style-type: none"> • Communicate air surveillance planning, execution and reporting requirements; • Provide operational control of aerial surveillance activities, principally scheduling;

<ul style="list-style-type: none"> • SPC • Regional Law Enforcement Agencies (MBC, PTCCC & EFCA) 	<ul style="list-style-type: none"> • Maintain effective lines of communication with contractor representative (TSC ALO) to ensure responsiveness to changing priorities; • Coordinate and scale the level of support as effective utility of aerial surveillance patrols builds over time; • Receive requests and provide advice and assistance where appropriate to FFA members; • Consultation with FFA members on national priorities for Fisheries Monitoring and Surveillance; • Ensure that necessary national entry and operating approvals are secured and relay status to TSC ALO • Liaison with regional law enforcement agencies on common areas and issue of interest as authorized. • Coordinate aerial and maritime patrols to ensure effective use of resources • Maintain awareness of QUAD operations, especially aerial surveillance, in the areas of interest • Seek redundancy aerial surveillance support in the event that the PMSP FFA asset is unable to support an ad hoc Air Task Request. • Conduct information exchange. • Effective reporting
<p>Internal</p> <ul style="list-style-type: none"> • Director Fisheries Operations Division • SOO/SPLO • MCS Officers/Analysts • FFA Legal 	<ul style="list-style-type: none"> • Receive guidance on holistic surveillance operations in Western and Central Pacific. • Provide and receive technical advice. • Provide situational awareness of aerial surveillance activities and milestones for achievement. • Report on progress of activities. • Provide situational awareness of emerging issues or challenges regarding Aerial Surveillance and related maritime security operations. • Seek intelligence inputs to inform intelligence-based scheduling and prioritisation of aerial surveillance capability; • Seek assessment of suspected illegal fishing activity; and • Seek legal assessment or collected evidence and recommended actions for suspected illegal activity.

Level of Delegation

The jobholder:

- The job holder has no authority to delegate, but is required to work under minimum supervision with greater initiative to plan and organise schedule for air surveillance operations.
- Policy guidance will be provided by Director Fisheries Operations or designee while operational guidance and advice is provided by SOO/SPLO.

Person Specification

Essential	Desirable
Qualification	Qualification
	<ul style="list-style-type: none"> • Tertiary qualification in transport planning

<ul style="list-style-type: none"> • Tertiary qualification in a relevant field, such as project planning, logistics, or maritime operations, marine science/affairs 	
Experience <ul style="list-style-type: none"> • Minimum of 3 years' experience, in logistics planning and management, surveillance operations, multinational coordination and communication, risk management or relevant field 	Experience <ul style="list-style-type: none"> • Prior experience working in the Pacific • Maritime Law Enforcement • Operating GIS systems • Air operations logistics, planning and approvals
<ul style="list-style-type: none"> • Skills and Abilities • Excellent prioritisation, coordination, communication and planning skills • Demonstrated ability to work proactively to changing requirements • Creative problem-solving skills • Excellent communication skills both oral and written. • Proven analytical skills • Able to work in a team environment • Proficient in Microsoft Suite • Aptitude to learn web based programs • Willingness to work weekends and extended shifts 	

• 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"> • Understanding the role and contribution of the APO position to effective surveillance in the region
Advanced Level	<ul style="list-style-type: none"> • Knowledge of FFA Members agencies and their national authorities • Knowledge of Surveillance contribution to deterring IUU • Knowledge of broader law enforcement surveillance issues and maritime domain awareness
Working Knowledge Level	<ul style="list-style-type: none"> • Knowledge of MCS activities in the region.
Awareness	<ul style="list-style-type: none"> • The role of FFA • Member countries

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

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.