

Job Identification

Job Reference:	
Job Title:	Coordinator, Air Surveillance Program
Work Unit:	Fisheries Operations Division
Responsible To:	Deputy Director General
Responsible For:	For ASPO administratively and, as coordinator, to liaise with S001 and other FFA staff assigned to the air surveillance program in their discharge of those functions.
Job Purpose:	<p>The CASP exists to manage and facilitate timely engagement and liaison between the Secretariat and FFA member country government agencies and other regional bodies, to ensure timely, efficient and effective use of the regional air surveillance capability under the PMSP and as part of the Air Surveillance (AS) Programme.</p> <p>The CASP will play a key role in the FFA's strategic management of the PMSP. This will include the optimal use of assets and advocacy for the programme. The CASP will act as the FFA point of contact for administrative reporting to ADOD and members.</p> <p>In consultation with the DDG and SOO1, the CASP will also provide administrative oversight of the work of other FFA staff assigned roles in the implementation of the AS Programme.</p> <p>The CASP will develop and implement formal Monitoring and Evaluation of the FFA's implementation of the PMSP and AS programmes.</p> <p>The CASP will work closely with DFO, Legal Counsel and other members of the FFA Executive to promote timely and effective teamwork in the delivery of all surveillance programmes.</p>
Date:	2018

FFA's Vision and Mission**Vision of the Members of the Pacific Islands Forum Fisheries Agency**

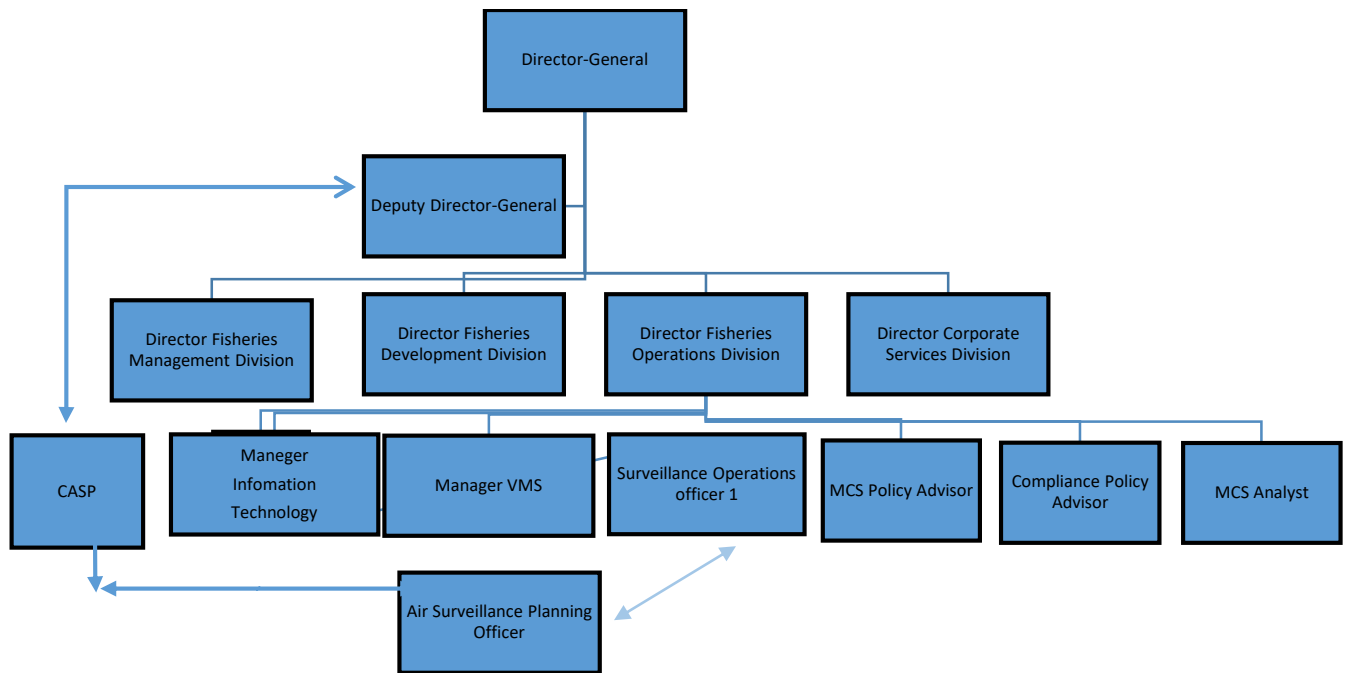
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources

Mission for the Pacific Island Forum Fisheries Agency

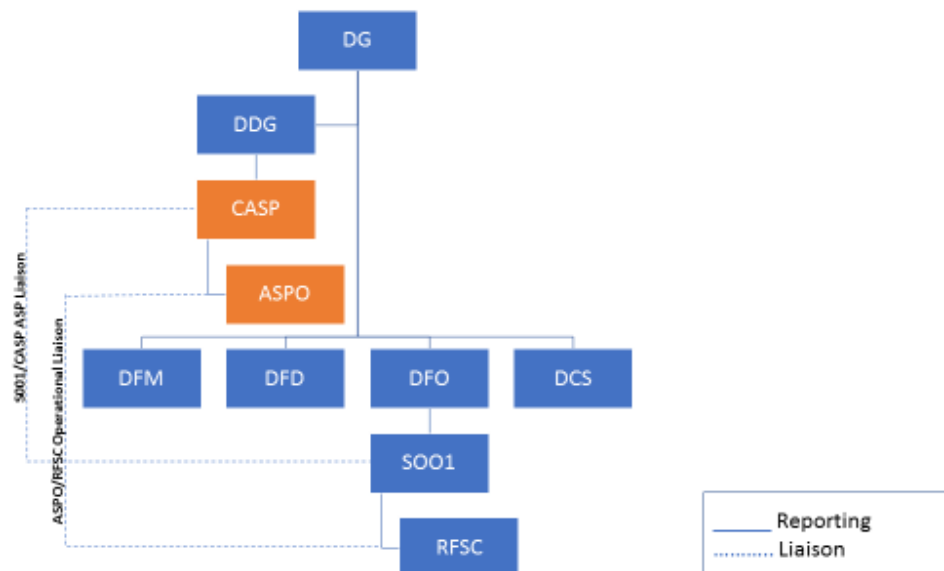
To drive regional cooperation to create and enable the maximum long term social and economic benefit for the sustainable use of our shared fisheries resources.

FFA Strategic Plan 2020

Organisational Context



FFA Structure



Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> 1. Develop a uniform regional template of entry and operating terms and conditions 2. Negotiate MOUs with each beneficiary member government covering agreed arrangements for appropriate national entry and operating terms and conditions for the AS programme. 3. Undertake diplomatic and where required, operational liaison with FFA member authorities to effectively discharge FFA's responsibilities under the AS programme. 4. Ensure the necessary operational clearances in each country are agreed, understood and in place to support the timely planning, deployment and control of the surveillance assets. 5. Assist other officers of FFA secretariat and member countries to develop the annual AS workplan and agreed regional operating rules 6. Assist other FFA staff to better discharge their duties to ensure the smooth and efficient conduct of the AS programme. 7. Solve problems and respond to unforeseen requirements and developments relating to the AS programme. 8. Advise the air service provider and other stakeholder groups in their interactions with governmental agencies required for the smooth operation of the regional AS programme. 9. Monitor compliance by all AS programme participants with the applicable FFA data sharing in accordance with the ISMS policy. 10. Develop robust networks and maintain effective relationships with FFA member surveillance authorities on use of aerial surveillance asset, including visits to member countries as required. 11. Oversight and contribute to producing key reports on operational and intelligence results, including the development of an effective Monitoring and Evaluation Framework for the project and a Risk Management process. 12. In consultation with beneficiary members, periodically review national MOUs Standard Operating Procedures and agree enhancements as required. 13. Work with other units within the FFA to align aerial surveillance with the FFA Management and Operations programmes and policies. 14. Responsible for any FFA report obligations under the FFA and ADOD MOU 15. Responsible for reporting back to Members on the effectiveness and the efficiency of the AS programme during the annual MCS working group meeting.
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The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<ul style="list-style-type: none"> • Executing operational control of the governmental engagement and approval component of the FFA Surveillance programme <ul style="list-style-type: none"> • Developing a uniform regional entry and operating template • Establishing new MOUs and reviewing existing MOUs for uniform entry and operating T&C with each member government. 	<ul style="list-style-type: none"> • A uniform regional template of entry and operating terms and conditions is deployed. • Relevant MOUs with each beneficiary member government covering agreed arrangements are finalised and implemented.

is accountable for	and is successful when
<ul style="list-style-type: none"> • Ensuring aircraft operating clearances are planned and acquired in timely fashion • Problem solving on unforeseen issues. • Contribution to the development of the annual Master Aerial Surveillance Schedule (MASS) • Promote aerial surveillance in coordination with the Pacific Patrol Boats across 15 Member country EEZs Territorial Waters and adjacent High Seas Pockets. • Develop and maintain effective regional risk assessments framework to inform aerial surveillance scheduling and deployment throughout the region • Oversee the effective implementation of the MOU between FFA and ADOD 	<ul style="list-style-type: none"> • Effective diplomatic and operational liaison with FFA member authorities is undertaken. • Operational clearances in each country are secured in timely fashion. • A Master Aerial Surveillance Schedule is in place and implemented. • Other regional programs such as Operation 365 and specific QUAD supported operations benefit from timely data sharing from PMSP inputs. • Operational utility of the NTSA evident in actual surveillance activities • Problems are identified and resolved in timely fashion.
<ul style="list-style-type: none"> • Conduct effective liaison with FFA and members’ surveillance authorities, ADOD and aerial services contractor, representatives of other relevant projects, programmes and stakeholder groups • Respond to matters arising with national governmental authorities • Provide advice to member governments on effective & efficient use of the AS capability • Provide guidance to ASPO on Short Notice Tasks • Contribute to the overall RFSC delivery of MCS services to FFA members 	<ul style="list-style-type: none"> • Relationships with FFA member surveillance authorities are strengthened including through timely visits to member countries. • Effective liaison with operational partners maintained with clear and timely communication with the air service provider. • Timely review of national MOUs for Standard Operating Procedures with agreed enhancements as required. • Aerial surveillance activities aligned with other FFA management and operations programmes and policies. • Efficient and effective response to Short Notice tasks • Aerial data supports updated fisheries and law enforcement intelligence to members and other authorized users • Aerial data supports overall RFSC MCS services to members
<ul style="list-style-type: none"> • Maintain and strengthen networks and relationships with FFA member surveillance authorities and secretariat surveillance team. 	<ul style="list-style-type: none"> • Effective networked relationships with members, regional agencies, stakeholders, TSC Program Manager, and other authorized organizations and individuals

is accountable for	and is successful when
<ul style="list-style-type: none"> • Liaise with and network with relevant regional organisations and other stakeholder organisations, and authorised key stakeholders and other individuals involved in project implementation • Maintain effective communication with relevant member governments agencies to ensure equitable delivery of aerial surveillance services to member nations and meets the agreed objectives • Regular liaison with the aerial services operator and relevant FFA staff 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 • Work with the SOO1 to maintain regular communications with broader law enforcement authorities on issues of common interest in utilisation of aerial surveillance assets • Reporting to FFA members on the effectiveness of the AS programme at annual MCS working group meetings 	<ul style="list-style-type: none"> • Effective communication and relationships with member government agencies including , fisheries, diplomatic and civil aviation as required • Effective and efficient usage of Aerial Surveillance Asset in supporting Member countries’ MCS activities • Strong evidence of teamwork within the RFSC in respect of the PMSP program.
<ul style="list-style-type: none"> • Communication Plan and Standard Operating Procedures- • Contribute to robust communication plans • Oversee the upkeep of existing Standard Operating Procedures for air surveillance tasking • Develop an effective M and E Framework • Develop or contribute to Risk management practices, include ng those relating to the FFA as a whole. • Oversee compliance with relevant FFA information sharing rules in accordance with the ISMS policy 	<ul style="list-style-type: none"> • Standard Operating Procedures in place and facilitate delivery of services • An effective Monitoring and Evaluation Framework for the project and a Risk Management process designed and implemented. • Strong compliance with applicable FFA data sharing rule in accordance with ISMS policy. • Effective inputs to key FFA reporting requirements including the Annual report and/or standalone reporting on the aerial surveillance program.

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 effective relationships with national diplomatic, fisheries, security, surveillance, and civil aviation authorities to ensure effective aerial surveillance approvals, operations and assessments.• Responding to unforeseen circumstances• Working effectively with members of the FFA secretariat aerial surveillance team, regional partners and aerial surveillance operators to deliver a ‘seamless’ aerial surveillance operation.• Developing and, managing effective M & E and Risk management practices for the FFA’s implementation of the AS programme.• Monitoring compliance with applicable data sharing and information security rules.• Maintaining the relevance of the AS programme for members and ensuring it complement other suite of MCS tools to address IUU fishing and regional maritime security through MDA• In consultation with DDG, coordinating advocacy and monitoring of the AS programme including with the Australian Department of Defence and the aircraft 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">• FFA national official and fisheries contacts• Designated national tasking authority (officers)• Quadrilateral Defense Forces of Australia, New Zealand, USA and France• • Australian Department of Defense PMSP management	<ul style="list-style-type: none">• Resolving and clarifying AS Programme deployment requirements with members• Ensure that necessary national entry and operating approvals are secured• Responding to new and unforeseen circumstances• Identifying opportunities • Ensure deployments meet programme expectations and engage in problem-solving as required • Reporting requirements, media and advocacy opportunities identified by the donor. • Interface between PMSP and other assets deployed in the region including QUAD operations.

<ul style="list-style-type: none"> • Regional Law Enforcement partners • Contractor • M and E and Risk Management experts • Media 	<ul style="list-style-type: none"> • Liaison with regional law enforcement agencies on common areas and issues of interest as authorized. • Effective interface between assets as deployed and operational command and tasking processes. • Effective lines of communication with contractor representative (TSC ALO) to facilitate efficient and compliant operations. • Development of an M and E Framework. • As assigned assist with media reporting and liaison on AS Programme outcomes and deployments • Advocacy and reporting to members and stakeholders
<p>Internal</p> <p>Deputy Director General</p> <ul style="list-style-type: none"> • Director Fisheries Operations Division • SOO1/S002/SPLO • MCS Officers/Analysts • FFA Legal • Media officer 	<ul style="list-style-type: none"> • Effective consultation on overall surveillance operations in Western and Central Pacific. • Provide and receive technical advice on all aspects of PMSP operations and processes. • Report on progress of activities and milestones. • Provide situational awareness of emerging issues or challenges regarding Aerial Surveillance and related maritime security operations. • Seek internally-available intelligence inputs to inform intelligence-based scheduling and prioritisation of aerial surveillance capability; • Seek assessment of suspected illegal fishing activity; and • Seek legal assessment and advice relating to NTSA • Seek legal advice in respect of actions appropriate for collected evidence and recommended actions for suspected illegal activity.

Level of Delegation

The jobholder:

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| <ul style="list-style-type: none"> • The job holder may delegate to the ASPO and is required to work under minimum supervision to coordinate, facilitate and implement the AS programme in consultation with FFA staff assigned to implement the programme. • Policy guidance will be provided by the DDG and Director Fisheries Operations or designee while operational guidance and advice is provided by SOO1, S002 and SPLO. |
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Person Specification

Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> • Tertiary qualification or equivalent experience in a relevant field, such as diplomacy/Foreign Affairs, governmental relations, project management and planning, logistics, civil aviation and executive management. 	<p>Qualification</p> <ul style="list-style-type: none"> • Tertiary qualification in transport planning
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 5 years' experience in higher level Pacific regional inter-governmental relationship management, with particular experience with foreign affairs/diplomacy, fisheries, security/police, or civil aviation sectors. • Experience in executive management, logistics planning and management, information security management, multinational coordination and communication, M and E, risk management or relevant field. 	<p>Experience</p> <ul style="list-style-type: none"> • Prior experience working in inter-governmental relations and networking in the Pacific • Prior experience working in regional multi-country civil aviation management or agency • Fisheries information security management. • Maritime Law Enforcement • Air operations logistics, planning and approvals
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent inter-personal relationship building, communication, coordination, prioritisation 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 and to be on-call at short notice 	

This section is designed to capture the expertise required for the role at a 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 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"> • Able to fully implement the overall functions of CASP position to promote effective surveillance in the region • A detailed understanding of the FFA and its overall functions and responsibilities
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	<ul style="list-style-type: none"> Track-record of effective engagement with member countries on complex operational and policy issues.
Advanced Level	<ul style="list-style-type: none"> Knowledge of Pacific Island government structures, processes and sensitivities Knowledge of and capability to engage with FFA Members agencies and their national governmental authorities in the broad areas of diplomatic practice, border control and civil aviation Knowledge of broader law enforcement surveillance issues and maritime domain awareness Knowledge of FFA information sharing and information security rules, processes and issues Understanding of M and E and Risk management practices
Working Knowledge Level	<ul style="list-style-type: none"> Knowledge of MCS activities in the region. Surveillance contribution to deterring IUU
Awareness	<ul style="list-style-type: none"> Aircraft operational, servicing and agency requirements

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 especially in the Pacific Islands context
- 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.

