

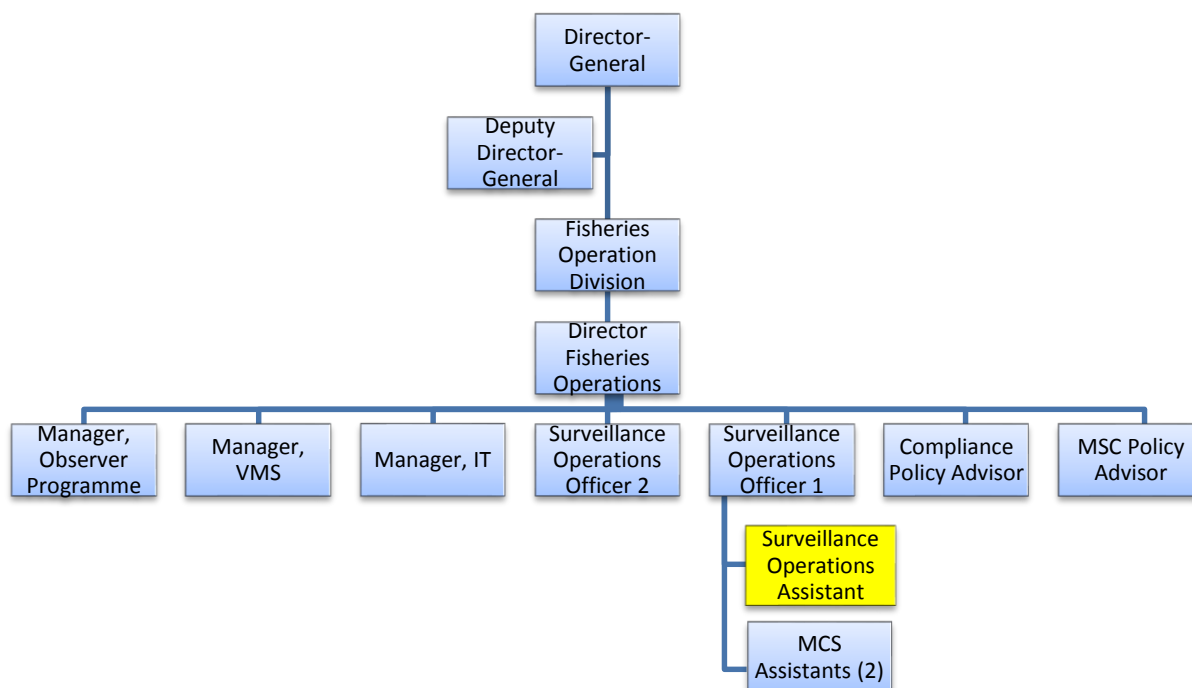


## JOB DESCRIPTION

### Job Identification

Job Reference:	PL06FO03
Job Title:	Surveillance Operation Assistant (SOA)
Work Unit:	Fisheries Operations
Responsible To:	Surveillance Operations Officer 1
Responsible For:	2 staff (MCS Assistants)
Job Purpose:	<p>This job exists to-:</p> <ul style="list-style-type: none"> <li>Provide administrative and operational level support to the efficient and effective operations of the RFSC and contribute to the achievement of Fisheries Operations objectives.</li> </ul>
Salary Range	<p>The basic salary range for this position is;</p> <p><b>Band 8: Min – SBD\$104,383 Midpoint – SBD\$135,698 Max – SBD\$156,574</b></p> <p>Plus Housing Allowance of <b>SBD\$36,000 per annum</b></p> <p>Commencing salary is normally offered at 80% of the midpoint of Band however the Director General may appoint at a higher level if circumstances justify and depending on qualifications and experience.</p>
Date:	June 2015

### Organisational Context



## Key Result Areas

This encompasses the following major functions or Key Result Areas

<ol style="list-style-type: none"> <li>1. Regional Fisheries Surveillance Centre Operations</li> <li>2. Database and Information Management</li> <li>3. Information &amp; Communication</li> </ol>
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The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<p><b>RFSC Operations.</b></p> <ul style="list-style-type: none"> <li>• Provide onsite technical support to the efficient and effective operation of the RFSC.</li> <li>• Lead on-site support for major regional surveillance operations.</li> <li>• Oversee the daily analysis of available data to present an accurate Regional Surveillance Picture (RSP)</li> <li>• Upkeep and maintenance of RFSC Operating Procedures</li> <li>• Oversee the administrative and logistic support to the RFSC</li> <li>• Provide in-country and distance support and training for FFA developed operation support tools</li> <li>• Provide enforcement advices to members</li> <li>• Assist SOO1, SOO2 and SPLO on the planning, coordination and conduct of regional MCS operations</li> </ul>	<ul style="list-style-type: none"> <li>• MCS services provided by the RFSC are efficient and effective.</li> <li>• Regional operations are conducted successfully.</li> <li>• The Regional Surveillance Picture is accurate.</li> <li>• The RFSC Operation Procedures is updated.</li> <li>• The RFSC is operating efficiently and effectively to support member MCS activities.</li> <li>• Member MCS officers are trained on operation support tools.</li> </ul>
<p><b>Database and Information Management</b></p> <ul style="list-style-type: none"> <li>• Assist in the testing of operations support tools.</li> <li>• Ensure effective management of members data provided to the RFSC as per the FFA ISMS policy.</li> <li>• Oversee recording of all information and supporting documents provided to the RFSC during a MCS Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Successful testing and delivery of operation support tools.</li> <li>• Timely and accurate provision of data to the RFSC by members.</li> <li>• Information and supporting documents used during a MCS operation is accurately labelled and stored.</li> </ul>
<p><b>Information &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Ensure timely analysis and dissemination of surveillance information to member countries.</li> <li>• Ensure timely provision of VMS snapshots and other information to member countries in support of investigations/prosecutions.</li> <li>• Respond to member queries on operation related information in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• The Surveillance Picture is disseminated in a timely and accurate manner.</li> <li>• The required information is provided on a timely and accurate manner.</li> </ul>

**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-;

- Ensuring that an accurate and comprehensive surveillance picture is provided to members on a timely manner in supporting members and surveillance providers' MCS activities.

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of Contact most typical
<b>External</b> Maintain excellent working relationships with member countries MCS officers and surveillance providers	<ul style="list-style-type: none"> <li>• Alert members of illegal activities and providing accurate feedback to surveillance providers on MCS activities.</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Director Fisheries Operations</li> <li>• Surveillance Operations Officer 1 and 2</li> <li>• Surveillance Planning and Liaison Officer</li> <li>• FFA Support and Professional Staffs</li> </ul>	<ul style="list-style-type: none"> <li>• Receive instructions and directions and provide information when required</li> <li>• Receive instructions and directions and provide information/progress reports of work when required</li> </ul>

**Level of Delegation**

The jobholder:

- The jobholder will carry out activities within the defined standard procedures with very minimum supervision.
- Guidance and advice is provided by the Surveillance Operations Officers, or Director Fisheries Operations.
- The jobholder will report to the Surveillance Operations Officers on any complex issues arising from the performance of duties.

**Person Specification**

<b>Essential</b> <b>Qualification:</b> Diploma in maritime or fisheries related field.
<b>Experience</b> <ul style="list-style-type: none"> <li>• At least 4 years technical experience in Maritime/Fisheries enforcement.</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to communicate fluently both oral and written English</li> <li>• Analytical skills to be able to do simple and complex analysis of data.</li> </ul>

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Proven organisational and planning skills</li> <li>• Word processing and above average IT skills</li> <li>• Sound knowledge of Member country Fisheries' Offences</li> <li>• Demonstrated ability to manage multiple tasks associated with the role</li> <li>• Self- motivated and able to work under limited supervision</li> </ul>
<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• Broad understanding of MCS in the region and drivers of non-compliance in fisheries</li> </ul>
<b>Desirable</b>
<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• Basic knowledge of a wide range of databases and its uses</li> </ul>

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:

<b>Expert Level</b>	<ul style="list-style-type: none"> <li>• Understanding the contribution and the functions of the RFSC in supporting regional objectives for sustainable fisheries.</li> </ul>
<b>Advanced Level</b>	<ul style="list-style-type: none"> <li>• Excellent broader knowledge on MCS from a regional perspective and the drivers of non-compliance issues in Member countries.</li> </ul>
<b>Working Knowledge Level</b>	<ul style="list-style-type: none"> <li>• Knowledge of Member countries fisheries offices</li> <li>• Knowledge of conduct of regional operations</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• The role of FFA in the Region</li> </ul>

### 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.