

# Eastern Inshore Fisheries and Conservation Authority

## Job Description

**Job title:** Inshore Fishery & Conservation Officer (IFCO) Grade 6

**Location:** King's Lynn/Lowestoft

**Reports to:** Senior IFCO (Compliance)

**Grade:** 6

### General Description:

The IFCO will promote a sustainable marine environment and inshore fisheries by developing links with the commercial and recreational fishing communities to provide support and education. They will perform an enforcement role on land and at sea, using proportionate enforcement measures where appropriate. They will undertake the role of vessel crew and Skipper. When acting as Skipper they will be responsible for the vessel and crew and for ensuring the safe and diligent operation of the vessel at sea. They will seek to ensure that the conservation objectives of any Marine Protected Areas are furthered and will take every opportunity to promote the Eastern IFCA brand.

### Duties and Responsibilities

1. To develop and maintain positive relationships with colleagues, relevant partner agencies, stakeholders and communities, including the commercial and recreational fishing sectors.
2. To develop and maintain a good knowledge of the District in terms of relevant marine, fisheries and conservation associated issues.
3. Ensure the proportionate and effective enforcement of relevant UK & EU sea fisheries and conservation legislation and the Authority's bylaws ashore and at sea. This will include:
  - The investigation of offences including securing and preserving evidence and interviewing witnesses and suspects in accordance with relevant legislation
  - Acting as Case Officer and/or Disclosure Officer as required
  - Prepare case files for use in the enforcement process, including court proceedings
  - Giving evidence in court
4. To be responsible for the lawful and accurate gathering and sharing of relevant intelligence in relation to breaches of fishery and conservation legislation
5. To act as crew member of Authority vessels at sea and alongside, to include boarding vessels, watch-keeping, RIB crew and general duties including maintenance as required.
6. To undertake the role of Skipper of Authority vessels as required and in so doing to take full responsibility for vessel and crew management and safe operation (as required in the circumstances):
  - Ensuring that all safety, navigation (including charts), electrical and mechanical equipment is operational, and that the vessel is ready for sea.
  - The safe navigation of the vessel including passage planning and compliance with national and international law.
  - The safe operation of the vessel within the parameters of vessel and crew capabilities in the prevailing weather conditions, particularly in the enforcement and research roles including conducting boarding's and the deployment of research equipment (e.g. trawl, dredge etc.)
7. To contribute to appropriate research activities as and when required
8. To contribute to the development of IFCA colleagues through sharing knowledge and experience
9. Ensure the accurate and timely completion and distribution of all appropriate reports, operational orders, data collection and general administration associated with the role
10. Ensure compliance with all aspects of Health & Safety both on shore and at sea
11. Ensure equality and diversity is actively promoted in the workplace

## Key measures

1. Relationships are developed and maintained and agreed support is delivered accurately, professionally and in a timely manner.
2. Has a good knowledge of the District, which includes tides, weather conditions, fisheries, sea beds, rivers, ports & harbours, appropriate retail outlets and key stakeholders.
3. Bylaws and other relevant legislation are enforced proportionally in line with policy, procedure and legislation (e.g. PACE Act 1984, CPIA 1996, RIPA 2000). Case files contain sufficient appropriate evidence including interview records, witness statements and any other evidence relevant to the case.
4. Intelligence gathered is credible and obtained through appropriate and justified methods.
5. All duties are completed to the required standard and in line with management direction
6. When acting as Skipper all equipment, including navigation aids, is operational and only operated by trained crew members. Logs and passage plans are kept up to date. Vessel is operated safely at all times and the crew, passengers and members of the public are not exposed to unnecessary risk
7. Surveys, sample collections and other relevant research activities assigned are completed accurately, professionally and in a timely manner.
8. Skills and expertise are shared appropriately and timely with colleagues.
9. All relevant reports including statements, landings, movement orders, monthly & quarterly reports and timesheets are completed and submitted to the required standards
10. H&S policy is adhered to at all times. Risk assessments completed and recorded appropriately.
11. Appropriately conducts self with colleagues and stakeholders. Absence of complaints

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## Job Description

### Direct reports

- None

### Financial scale

- N/A

### Planning horizon

- Work is allocated on a monthly roster
- Works to agreed work plans

### Complexity

- Range of stakeholders with often conflicting requirements
- Need to work autonomously and sometimes in isolated surroundings
- Relies on the support of other crew members to complete various tasks
- Need to manage conflict
- Responsible for policing fishery related activity at sea and ashore

### Key working relationships (other than Line Managers or reports)

- All other Authority Officers
- Authority members
- Relevant statutory, commercial and voluntary organisations
- Commercial and recreational fishing communities
- Public including community groups

### Freedom to make decisions

- Full autonomy to make all appropriate decisions when acting as vessel Skipper
- Authority to use discretion in enforcement in accordance with policy parameters
- Works within the framework of the annual plan
- Has some discretion on how weekly workload is planned and executed

### Experience, knowledge & skills

#### Essential

- Educated to GCSE level in English and Mathematics or can demonstrate equivalent literacy and numeracy skills
- Holds commercially endorsed RYA Yachtmaster certificate or equivalent
- Holds or can obtain an ENG1 or ML5 medical certificate
- Excellent communication skills both written and verbal
- IT literate – proficient in Microsoft Office including Word and Excel
- Ability to contribute across disciplines in a small team environment
- Right to work in the UK
- Holds a full UK driving licence

#### Preferred

- Previous experience as an enforcement officer, preferably as a Fishery Officer
- Experience of report writing
- Have a working knowledge of fisheries legislation
- Experience/knowledge of the fishing industry
- Holds appropriate boat handling/seagoing qualifications
- Seagoing experience

### Personal qualities required

- Integrity
- Flexible – out of hours working and periods away from home are required
- Good organisational skills and ability to prioritise
- Resilient (physically and psychologically)
- Teamwork & collaboration
- Ability to work unsupervised
- Good interpersonal skills
- Attention to detail