

# Eastern Inshore Fisheries and Conservation Authority

## Job Description

**Job title:** Project Officer

**Location:** Normally King's Lynn (home based during current restrictions)

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

**Grade:** 5

### General Description:

The Project Officer will provide support to the Project and Marine Science Teams to deliver time critical key outputs that enable a sustainable marine environment and viable inshore fisheries. They will contribute to shared/allocated projects and work streams across all elements of Eastern IFCA activity.

### Duties and Responsibilities

1. To develop and maintain positive relationships with colleagues and an extensive range of relevant partner agencies, stakeholders and communities, including the commercial and recreational fishing communities.
2. To develop and maintain a good knowledge of the District in terms of relevant marine, fisheries and conservation associated issues.
3. To support completion of allocated projects and work streams across the full range of Eastern IFCA activity, ensuring timely and accurate completion within any allocated budget. This will include:
  - a. Co-ordinating contributions from colleagues and other contributors as required
  - b. Engagement with stakeholders
  - c. Producing documents and products to support the organisation e.g. Business Cases, Authority papers, Business Plans
4. To contribute to appropriate research activities as and when required
5. To contribute to the development of EIFCA colleagues through sharing knowledge and experience
6. Ensure the accurate and timely completion and distribution of all appropriate papers, reports, operational orders, data collection and general administration associated with the role
7. Ensure that equality and diversity is actively promoted within the workplace

### Key measures

1. Relationships are developed and maintained.
2. All projects and work streams are planned effectively, and completed on time, within allocated budgets and to the required standard. Marine Protection, Research, Environment and Executive Teams are appropriately supported.
3. Skills and expertise are shared in an appropriate and timely manner with colleagues as required.
4. All relevant papers, reports, monthly & quarterly reports and timesheets are completed and submitted to the required standards.
5. H&S policy is adhered to at all times.
6. Appropriately conducts self with colleagues and stakeholders.

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### Job Description

#### Direct reports

- None

#### Financial scale

- Works within budget

#### Planning horizon

- Develops, agrees and implements project plans to ensure timely delivery to meet organisational priorities
- Contributes to and works within the parameters of an agreed monthly work plan
- Plans daily work to meet changing requirements and demand

#### Complexity

- Requirement to scope and manage project outcomes.
- Requirement to keep up to date with social, policy and legislative matters affecting inshore fisheries
- Requirement to understand and keep abreast of all Eastern IFCA activity
- Range of stakeholders, often with conflicting requirements
- Need to work collaboratively.

#### Key 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

- Autonomy to make appropriate decisions in relation to allocated projects/work streams.
- Works as directed within the framework of the annual plan
- Has some discretion on how weekly workload is planned and executed

#### Experience, knowledge & skills

##### Essential

- Educated to degree level or equivalent or able to demonstrate comparable professional experience
- Experience of project planning and management
- Excellent communication skills both written and verbal
- Ability to make an effective contribution across disciplines in a small team environment
- Holds a full UK driving licence
- Right to work in the UK
- IT literate – proficient in Microsoft Office including Word and Excel

##### Preferred

- Degree in a marine or environmental discipline
- Previous experience in a project or policy role
- Experience of report writing

#### Personal qualities required

- Innovative and analytical
- Integrity
- Good organisational skills and ability to prioritise
- Resilient (physically and psychologically)
- Teamwork & collaboration
- Ability to work unsupervised
- Good interpersonal skills
- Attention to detail