

# Eastern Inshore Fisheries and Conservation Authority

## Job Description

**Job title:** Inshore Fisheries & Conservation Officer (IFCO) Grade 5

**Location:** Lowestoft

**Reports to:** Senior IFCO

**Grade:** 5

### **General Description:**

The IFCO will promote a sustainable marine environment and inshore fisheries by developing links with the commercial and recreational fishing communities in order 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 will contribute to the general maintenance and operation of the Authority's vessels. They will ensure that 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 communities where they will provide education and support.
2. Maintain up to date knowledge of the latest relevant marine, fisheries and conservation issues
3. Ensure the proportionate and effective enforcement of relevant Sea Fisheries and conservation legislation and the Authority's bylaws ashore and at sea. This will include:
  - a. The investigation of offences including securing and preserving evidence and interviewing witnesses and suspects in accordance with relevant legislation
  - b. Acting as Case Officer and/or Disclosure Officer as required
  - c. Preparation of case files for use in the enforcement process, including prosecution
  - d. 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 when required to go to sea, to include boarding vessels, watch-keeping and RIB crew as required by the Skipper
6. To undertake maintenance of the Authority's vessels, vehicles and equipment as required
7. To contribute to appropriate research activities as and when required
8. To contribute to the development of EIFCA 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 relevant aspects of Health & Safety legislation 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, lawful and justified methods.
5. All seagoing duties are completed to the required standard and in line with Skipper's direction.
6. All maintenance duties are completed to the required standard and in line with the Skippers direction
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 in an appropriate and timely manner with colleagues as required.
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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<b>Job Description</b>	
<b>Direct reports</b>	
<ul style="list-style-type: none"> <li>○ None</li> </ul>	
<b>Financial scale</b>	
<ul style="list-style-type: none"> <li>○ N/A</li> </ul>	
<b>Planning horizon</b>	
<ul style="list-style-type: none"> <li>○ Work is allocated on a monthly roster</li> <li>○ Works to agreed work plans</li> </ul>	
<b>Complexity</b>	
<ul style="list-style-type: none"> <li>○ Range of stakeholders with often conflicting requirements</li> <li>○ Need to work autonomously and sometimes in isolated surroundings</li> <li>○ Relies on the support of other crew members to complete various tasks</li> <li>○ Need to manage conflict</li> <li>○ Responsible for policing fishery related activity at sea and ashore</li> </ul>	
<b>Key relationships (other than Line Managers or reports)</b>	
<ul style="list-style-type: none"> <li>○ All other Authority Officers</li> <li>○ Authority members</li> <li>○ Relevant statutory, commercial and voluntary organisations</li> <li>○ Commercial and recreational fishing communities</li> <li>○ Public including community groups</li> </ul>	
<b>Freedom to make decisions</b>	
<ul style="list-style-type: none"> <li>○ Authority to use discretion in enforcement in accordance with policy parameters</li> <li>○ Works within the framework of the annual plan</li> <li>○ Has some discretion on how weekly workload is planned and executed</li> </ul>	
<b>Experience, knowledge &amp; skills</b>	
<b>Essential</b>	<b>Preferred</b>
<ul style="list-style-type: none"> <li>○ Educated to GCSE level Grade C or above in English and Mathematics or can demonstrate equivalent literacy and numeracy skills</li> <li>○ Holds or can obtain an ENG1 or ML5 medical certificate</li> <li>○ Is or has the ability to become an accredited and warranted enforcement officer (IFCO/MEO)</li> <li>○ Excellent communication skills, both written and verbal</li> <li>○ IT literate – proficient in Microsoft Office including Word and Excel</li> <li>○ Holds a full UK driving licence</li> <li>○ Right to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>○ Previous experience as an enforcement officer, preferably as a Fishery Officer</li> <li>○ Experience of report writing</li> <li>○ Have a working knowledge of fisheries legislation</li> <li>○ Experience/knowledge of the fishing industry</li> <li>○ Holds appropriate boat handling/seagoing qualifications</li> <li>○ Experience and knowledge of the fishing industry</li> <li>○ Seagoing experience</li> </ul>
<b>Personal qualities required</b>	
<ul style="list-style-type: none"> <li>○ Integrity</li> <li>○ Flexible – out of hours working and periods away from home are required</li> <li>○ Good organisational skills and ability to prioritise</li> <li>○ Resilient (physically and psychologically)</li> <li>○ Teamwork &amp; collaboration</li> <li>○ Ability to work unsupervised</li> <li>○ Good interpersonal skills</li> <li>○ Attention to detail</li> </ul>	

