

Eastern Inshore Fisheries and Conservation Authority

Job Description

Job title: Chief Executive Officer

Location: Hybrid working (home and the Authority's premises (primarily Kings Lynn) or vessels as required subject to the requirement to be visible and able to deploy routinely within the Authority's district

Reports to: The Authority via the Chair of the Authority

Grade: EO2

General Description:

The Chief Executive Officer is the Head of Service for Eastern IFCA charged with fulfilling the vision of the organisation, delivery of statutory duties and non-statutory outputs and promoting and representing the Authority and its work both locally and nationally. They have overall accountability for the delivery of all activity to safeguard the sustainability of the marine environment and inshore fisheries within the Authority's district, within budget and to time. They will provide leadership for the Authority's officers, having accountability for their health, safety and welfare, and will ensure that the culture, values and organisational structure support the Authority's objectives. They are the Responsible Financial Officer and the Clerk to the Authority.

Duties and Responsibilities

1. Leadership of all of the Authority's officer, empowering Executive Officers to deliver their respective remits and ensuring that culture, values performance and organisational structure are aligned with a high standard of achievement of the Authority's priorities.
2. Strategic and operational leadership of the organisation, including accountability for:
 - Development and implementation of corporate policy and planning, including the Authority's Business Planning cycle.
 - All aspects of the management, development, direction, and delivery of the Authority's functions, including joint working and inter-agency co-operation, working closely with Authority members and all officers.
 - Identifying change opportunities and formulation of policies and planning recommendations.
 - Achievement of high standards of performance against Business Plan priorities and Defra mandated success criteria.
3. Accountable for the development and implementation of HR policies and procedures that comply with current legislation and ensuring that all employees have appropriate skills to meet the needs of the Authority.
4. Accountable for the Authority's Health & Safety policy and processes, ensuring a culture of safety exists both on shore and at sea.
5. Accountable for the seaworthiness and safe operation of the Authority's vessels and equipment and ensuring that vessels are fit for purpose in terms of design, equipment, maintenance, staffing and safe operation in line with relevant guidance and regulations.
6. Accountable for the formulation and implementation of byelaws and other appropriate management measures in pursuance of a viable industry, sustainable fisheries, healthy seas and implementing Marine Protected Areas legislation.
7. Accountable for proportionate and risk- based enforcement of all byelaws, relevant UK fisheries regulations.
8. To be the Authority's Financial Responsible Officer accountable for :
 - Developing the annual budget for Authority approval.
 - Management of all expenditure (capital and revenue) and associated processes.
 - Compliance with all relevant legislation and the Authority's Financial Regulations.
9. As Clerk to the Authority to:
 - Maintain the Constitution and Standing Orders so that they are appropriate, lawful and current.
 - Ensure that the Authority functions in accordance with the Constitution and Standing Orders and relevant legislation (e.g. Local Government Act 1972, Localism Act 2011).
 - Alert the Authority in any case where there is a risk that any proposal, decision or omission is or is likely to be illegal or to constitute maladministration.
 - Conduct a range of functions relating to the conduct of authority appointees and officers (e.g. maintaining the Register of Members' Interests, addressing complaints).

10. To drive all matters affecting the Authority and its sub-committees ensuring timely exposure to the Committee with all necessary supporting evidence including, scientific, technical and legal advice, to enable sound, lawful and informed decision making.
11. To represent factors affecting the Authority including local issues and concerns to influence negotiations regarding proposed fisheries, marine environmental and other legislation, policy and procedure up to and including Ministerial level. To promote the work of Eastern IFCA and to engage in appropriate strategic work streams in support of wider objectives at the national level.
12. To generate an environment where productive engagement across the stakeholder community is fostered and collaborative ventures are adequately planned, structured, funded and implemented
13. To be a qualified and warranted Inshore Fisheries and Conservation Officer.
14. Where qualified and required, to act as Skipper or crew of Authority vessels. As skipper to take full accountability for vessel and crew management and safe operation of the vessel.
15. To be a Director of the Association of IFCAs.
16. To be accountable for the implementation and promotion of the Authority's Equality and Diversity policy.

Key measures

1. All officers are fully engaged, duties are carried out with competence and professionalism, operational objectives are met and outputs from staff surveys demonstrate an engaged workforce. Executive Officers are confident and effective in the delivery of their remit.
2. The organisation is well led with clear strategic direction and effective operational delivery.
 - The Business Planning and reporting process is both effective and efficient and together with relevant strategies and policies provides a clear framework for all activity and outputs.
 - Officers are appropriately trained, supported, and fully engaged. Duties are carried out with competence and professionalism. Output from staff surveys demonstrate an engaged workforce. Joint working and co-operation with other agencies is well developed and there is a shared sense of purpose between officers and members of the Authority.
 - Areas for improvement identified. Plans developed to improve effectiveness. Measures in place to monitor and evaluate ongoing efficiencies.
 - Delivery of organisational objectives in a timely manner is supported by high-quality processes and products.
3. HR policy and practices comply with legislation and adopt best practice and are well understood throughout the organisation. Relevant training and development are provided to officers in a timely manner to ensure that they have appropriate skills to meet the needs of the Authority.
4. The H&S management system is fit for purpose with up-to-date risk assessments and appropriate reporting of incidents. Strong culture of H&S is evident.
5. The Authority's vessels are fit for purpose, appropriately maintained and operated with appropriate record keeping in place.
6. Byelaws and other management measures are developed based on sound evidence with effective stakeholder engagement to ensure that informed decisions are made, and appropriate management measures are put in place in a timely manner.
7. Strategies, plans, and processes are in place and remain effective and up to date. Compliance activity is risk based and effective. Enforcement outcomes are proportionate.
8. All financial management complies with relevant legislation and is undertaken in accordance with the Authority's Financial Regulations and public service requirements. Budget setting is aligned with the Authority delivering all required outputs and expenditure is managed appropriately.
9. The Authority's Constitution and Standing Orders are relevant, lawful and current. Authority business is conducted in accordance with the Constitution and Standing Orders and legislative public service standards.
10. All Authority meetings are administered effectively and are properly informed with timely information and evidence to enable sound, lawful and informed decision making.
11. The Authority is recognised, heard, and appropriately engaged at a local and national level. The Authority's views influence relevant debate and negotiations.

12. The Authority's work is promoted positively amongst stakeholders with productive relationships and partnerships being developed and maintained. The Authority is actively promoted through appropriate means. Evidence of positive collaborative ventures.
13. Appropriate training undertaken and warrant issued. Duties performed in accordance with relevant legislation and policy (e.g., PACE Act 1984, CPIA 1996)
14. Vessels are operated safely and in accordance with all mandated requirements at all times and the crew, passengers and members of the public are not exposed to unnecessary risk.
15. Undertakes the role of Director of AIFCA in accordance with relevant standards.
16. Equality and diversity is appropriately promoted with policies in place.

Eastern Inshore Fisheries and Conservation Authority

Job Description

Financial scale

- Direct overall responsibility for the entire Authority budget – circa £2m and reserve budget of circa £2m (2026-27 figures)
- Responsible for departmental budget allocation and to enforce adherence to financial protocols
- Identification and exploitation of external funding streams

Planning horizon

- Required to plan for the operating strategy to support the Authority's priorities and the success criteria and high-level objectives set by Defra
- Accountable for the Authority's business planning process including the Strategic Assessment and Annual Report

Complexity

- Working across 3 Local Government Counties balancing the requirements of each
- Routine engagement with Defra and MMO regarding national policy
- Leadership of Authority members as Clerk.
- Leadership of diverse team of employees
- Leadership of stakeholder consultation and engagement activities including educational outreach programmes
- Diverse range of key stakeholders with often conflicting requirements
- Need to understand and comply with the relevant legislation and operating procedures

Key relationships (other than Line Manager or reports)

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| <ul style="list-style-type: none"> ○ All Authority officers ○ Members of the Authority ○ UK Depts of State including Ministers ○ Association of IFCAs ○ Environment Agency ○ Marine Management Organisation ○ Coastal local authorities ○ Crown Estates ○ Natural England | <ul style="list-style-type: none"> ○ CEFAS ○ Local fishing population – both commercial and recreational ○ Local marine conservation projects and associations ○ National and international NGOs (RSPB; Wildlife Trusts; Marine Conservation Society) ○ The wider public of the Eastern district |
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Freedom to make decisions

- Executive powers to shape the delivery of statutory outputs and local initiatives taking into account the success criteria and high-level objectives set by Defra and the requirements of the Authority
- Operational autonomy and executive powers to deliver Authority outputs
- National Enforcement powers appropriate to an Inshore Fisheries and Conservation Officer

Experience, knowledge & skills

Essential

- Graduate calibre
- Substantial experience at a senior leadership level
- Demonstrable experience of financial planning and budgetary control
- Excellent communication skills both verbal and written
- Organisational change management experience
- Ability to travel within the district and nationally
- Holds a current full UK driving licence.
- Right to work in the UK

Preferred

- Holds a relevant degree (e.g. biology, marine science, environmental, law enforcement, business administration)
- Experience in a marine science / environmental discipline or in a regulatory / law enforcement discipline
- Holds relevant management qualifications.
- Knowledge of local government committee structures
- Track record in fisheries / environmental management
- Experience working with the fishing industry
- Holds seagoing qualifications (RYA).
- Holds, or can obtain an ML5 or ENG1 medical certificate.

Personal qualities required	
○ Integrity ○ Leadership – strategic and operational ○ Ability to work under pressure in a complex environment ○ Coaching & development of others ○ Teamwork & collaboration	○ Planning & organising (ability to lead multiple projects) ○ Motivator and good interpersonal skills ○ Courage ○ Resilience ○ Attention to detail