



Post Title: Deputy Chief Executive Officer

Status: Full-time (40 hrs/week)

permanent appointment subject to six months probationary period

General description:

Eastern Inshore Fisheries and Conservation Authority (EIFCA), is a Local Government funded marine fisheries and environmental body. It is a wholly autonomous body responsible for the enforcement of European Union and the United Kingdom's national fisheries legislation and its relationship with EU and National environmental protection.

The Authority was established under the Eastern Inshore Fisheries and Conservation Order 2011 and the Marine and Coastal Access Act 2009 it can make and enforce its own byelaws. It is also the grantee of the Wash Fishery Order 1992 made under the Sea Fisheries (Shellfish) Act 1967 and is responsible for the management and protection of the fisheries prescribed under the Order and the enforcement of the regulations made under the Order.

The Authority's district covers the areas off the coasts of Lincolnshire, Norfolk and Suffolk out to six nautical miles from which the UK's baselines are measured, including the nationally important Wash Fisheries. The Wash Estuary has many national and international designations and is one of the EU Natura 2000 sites. It is not only important for the assemblages of wading wildfowl but also for the shellfish upon which the birds and the fishing industry rely. Revenue derived from those fisheries amounts to approximately £5-6 millions per annum and that contribution to the local rural economy must be protected and enhanced wherever possible.

The post is that of the Deputy Chief Executive Officer (DCEO) for the Authority.

The Authority has Investors in People accreditation with a strong commitment to training and development of staff.

Principle Tasks:

- Liaison with external organisations and government agencies.
- Assist in the formulation and implementation of the organisation's fisheries and environmental management strategies.
- To promote the work of the organisation nationally and internationally.
- To assist in the development and delivery of the organisation's annual plan and annual report.
- To be a Warranted Inshore Fisheries and Conservation Officer and conduct appropriate enforcement activities both ashore and at sea.

Main Responsibilities:

Section 1: General Responsibilities.

- In the absence (and when required to Deputise) of the Chief Executive Officer (CEO), to organise and present at meetings of the Authority and its Sub-Committees and to ensure that all matters affecting the Authority are brought forward in an appropriate form with any necessary scientific, technical and legal advice.
- To report on marine fisheries and environmental matters to the Authority.
- To keep abreast of developments and influence, where appropriate, proposed fisheries and other legislation affecting the Authority's work.
- To ensure the efficient management of the Authority's Several and Regulating Order made under the Sea Fisheries (Shellfish) Act 1967 including leases and licensing arrangements and statutory returns.
- To assist in the formulation and implementation of the Authority's fisheries and environmental management plans and to ensure their promotion and the work of the Authority, generally, at national and international levels.
- To deal with correspondence and general enquiries from the public.
- In the absence (or when required to Deputise) of the CEO, to represent the Authority at meetings of the Association of Inshore Fisheries and Conservation Authorities of England, the Chief Officers Group of England and Wales, the Shellfish Association of Great Britain and other local and national bodies.
- Liaison with other authorities, particularly coastal authorities, the Department of the Environment, Food and Rural Affairs, Marine Management Organisation, the Environment Agency, Natural England and non-statutory organisations.
- Scrutiny of public and private Bills and byelaw proposals emanating from authorities which affect the District.
- Assist the CEO in the promotion of new or amendments to existing byelaws made by the Authority.

Section: 2 Deputy Chief Executive Officer Responsibilities.

- To assist the CEO in ensuring the efficient policing of the Authority's district in respect of the Authority's Byelaws and any other appropriate sea fisheries/conservation legislation, particularly in relation to the EU Common Fisheries Policy and national fisheries statutes relating to technical conservation measures amongst others.
- To assist the CEO to writing and issuing of instructions to the Authority's Inshore Fisheries and Conservation Officers and the development of training manuals to facilitate that instruction.
- To assist the CEO in ensuring that gathering of evidence of suspected offences against fisheries statutes is undertaken in accordance with the relevant rules laid down under the Police and Criminal Evidence Act 1984 and the Codes of Practise relating to that Act.
- To Act as Disclosure Officer within the terms of the Disclosure of Evidence Act.

Section 3: Financial Responsibilities.

- To assist the CEO in ensuring that the Authority's Financial Regulations and the Standing Orders are complied with and to oversee investments and the charging for contract work.
- To approve as appropriate the Schedules concerning payments on invoices and the issue of invoices for services rendered.
- To supervise as appropriate Statutory Returns, VAT, Payment of salaries, wages, accounts and expenses, stores records, inventories and vessels.

Section 4: Managerial Responsibilities.

- To be responsible for the conduct and direction of line managed staff.
- To assist in the recruitment and training of staff.
- To delegate responsibility to the appropriate in-line supervisors.

Section 5: Research Responsibilities.

- To assist in the formulation, promotion and adoption of the Authority's research programme and to ensure adequate forward planning and resources are available.
- To assist in ensuring that the scientific work undertaken in the fisheries and environmental fields, whether under contract or as a direct result of the Authority's instructions, is conducted in accordance with those instructions or contractual obligations.
- To assist in ensuring that the Authority and its Sub-Committees receive scientific reports on time and that scientific input to the Authority's decisions is available.
- To ensure that adequate liaison with other research establishments is fostered and collaborative ventures are adequately structured, funded and implemented.
- Scrutiny of scientific journals and funding sources and promotion of funding.

Section 6: Health and Safety Responsibilities.

- To ensure that the Authority's Health and Safety Policy is promoted and amended as required and reflects the nature of the tasks undertaken by staff in all fields of their working conditions.
- To assist the CEO in ensuring that the Authority's offices and all other equipment is kept in good working order.
- To ensure that safety equipment and safety requirements are made available to staff and they are adequately trained in their use.
- To assist the CEO in ensuring the implementation of the Authority's Health and Safety Policy and that work is carried out in accordance with the requirements of the Health and Safety Executive.

Section 7: Vessel Management Responsibilities.

- To assist in the formulation, investigation and promotion of new designs and technology for patrol and research vessels.

- To assist the CEO to secure financial support for the acquisition of new vessels including European Union financial aid if appropriate.
 - To assist the CEO to manage the management of the patrol and research vessels including; repairs, statutory surveys and compliance with the MCA under 24m Workboat Code etc.
 - To control as appropriate the operation of the vessels on patrol and scientific work.
 - To promote the Authority's role in sea-going enforcement throughout the UK.
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Personal Requirements:

The successful candidate must be able to demonstrate highly developed managerial skills consistent with the operation of a progressive organisation at all levels. The person must have the personal qualities necessary to make a significant contribution to the coastal fisheries sector including empathy with environmental factors, which impinge inshore fisheries, their protection and development.

As part of the leadership team, the successful candidate must have the skills necessary to devise and implement positive structural and organisational change within the Authority, so that the Authority can meet its Vision Statement, Success Criteria and High Level Objectives. That change will include building upon the team effort/partnership ethos that has evolved in recent years.

The ability to deal calmly, fairly and consistently with people from all walks of life is essential. All Inshore Fisheries and Conservation Officers have extensive enforcement powers when dealing with fisheries matters and in their dealings with the public they must demonstrate fairness, equality and exemplary character.

The successful candidate will be based at the offices of the Authority in King's Lynn and it is essential that they become a resident in the King's Lynn "Travel to Work" area.

Qualifications and Experience:

- educated to or having equivalent experience to a degree level in a marine fisheries, coastal management or enforcement discipline
- has previously worked at a managerial level with relevant experience
- have a proven track record in fisheries/environmental management or enforcement
- be an excellent communicator with proven interpersonal skills
- have demonstrable experience of financial planning and budgetary control
- have a working knowledge of fisheries legislation
- hold a current, full British driving licence
- must have a high level of IT competency in standard office applications
- have at least three years experience in the fishing industry particularly in relation to shellfish (desirable)
- have a working knowledge of Local Government committee structures (desirable).

Further information about the work of the Authority can be obtained by telephoning 01553 775321 or <http://www.esfjc.co.uk/EIFCA%20home.htm>