

Job Identification

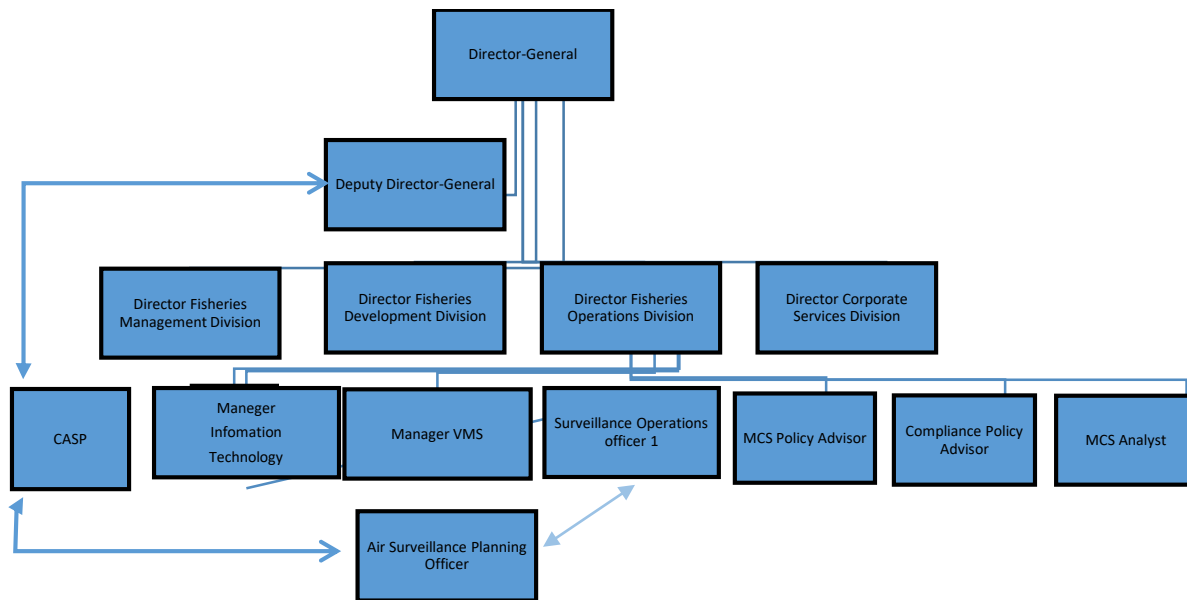
Job Reference:	
Job Title:	Air Surveillance Planning Officer (ASPO)
Work Unit:	Fisheries Operations Division
Responsible To:	Coordinator, Aerial Surveillance Program (CASP)
Responsible For:	Nil Staff
Job Purpose:	<p>The position of Air Surveillance Planning Officer exists to coordinate, plan, execute and report on operational functions of FFA Aerial Surveillance deployments for FFA members, focussed on the execution of the PMSP.</p> <p>The ASPO will play a critical role in implementing the day-to-day aerial surveillance program for FFA members.</p> <p>The ASPO will deliver such services within the operations of the FFA Regional Fisheries Surveillance Centre. The ASPO will have strong operational liaison with the RFSC team while maintaining administrative reporting to the CASP.</p>
Date:	2018

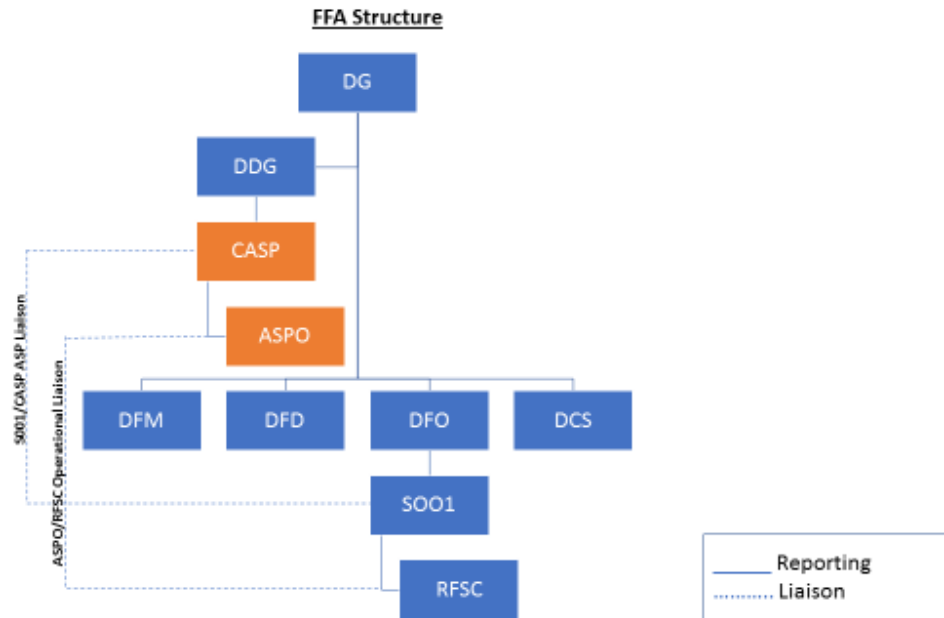
FFA’s Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency
 Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources

Mission for the Pacific Island Forum Fisheries Agency
 To drive regional cooperation to create and enable the maximum long term social and economic benefit for the sustainable use of our shared fisheries resources.

FFA Strategic Plan 2020





Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Executing the operational planning and control of the regional aerial surveillance asset
2. Conduct operational liaison with FFA members’ surveillance authorities and representative of other relevant projects, programmes and stakeholder groups
3. Working with the CASP, develop robust network and maintain effective relationships with FFA member surveillance authorities on use of aerial surveillance asset
4. Producing key reports on operational and intelligence results
5. Updating the Communication Plan and Standard Operating Procedures
6. Working with the FFA Surveillance Operations Officer to align aerial surveillance with the FFA Operations

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<ol style="list-style-type: none"> 1. Executing the operational planning and control of the regional aerial surveillance asset <ul style="list-style-type: none"> • Lead the operational planning, tasking and execution, • Collection and evaluation of relevant intelligence as part of the aerial surveillance planning process, • Intelligence based surveillance scheduling and prioritisation • Collating and delivering reports to support member surveillance authorities and FFA secretariat 	<ul style="list-style-type: none"> • Deployment scheduling is agreed with all parties • Achieve agreed outcomes for parties • Effective ongoing liaison evident • Reports capture required and useful operational metrics and intelligence • Effective aerial surveillance asset participation in FFA led operations

is accountable for	and is successful when
<ul style="list-style-type: none"> • Conduct intelligence-based scheduling of aerial surveillance in coordination with the Pacific Patrol Boats across 15 Member country EESs Territorial Waters and adjacent High Seas Pockets under Operation 365 • Develop in cooperation with other FFA staff, procedures to encourage and facilitate risk-based asset deployment (surface and areal) throughout the region • Ensure the aerial surveillance capability participation in regional MCS operations 	
<p>2. Conduct effective operational liaison with FFA and members’ surveillance authorities, the aerial services contractor and representatives of other relevant projects, programmes and stakeholder groups</p> <ul style="list-style-type: none"> • Provide operational guidance to FFA member surveillance authorities on effective use of the aerial surveillance asset • Participate in the intelligence analysis of the air surveillance products • Ensure the timely dissemination of surveillance products to member surveillance authorities • Ensure analysed surveillance products are incorporated into the RSP • Lead the aerial surveillance planning process • Respond to Short Notice Tasks and manage changes to the annual Master Aerial Surveillance Schedule (MASS) • Actively contribute to the development of the annual MASS • Contribute to the overall RFSC delivery of MCS services to FFA members • Be the FFA operational point of contact for FFA member air tasking authorities on Request for Aerial Surveillance Support (RASS) and Air Tasking Requests (ATR) • Responsible for issuance of Air Tasking Message (ATM) and Air Tasking Order (ATO) to the air contractor ALO to undertake air surveillance tasking • Coordinate with relevant RFSC staff case packages from surveillance products to support investigation and prosecution • Compile and provide surveillance pack to the air contractor to support effective air surveillance taskings • 	<ul style="list-style-type: none"> • Maintain effective regular liaison with operational partners • Efficient and effective response to Short Notice tasks • Aerial data support overall RFSC MCS services to members • Timely operational advice to member surveillance authorities • Timely analysis and dissemination of surveillance products to member surveillance authorities • Surveillance products incorporated into RSP • Annual Master Aerial Surveillance Schedule in place and implemented • Effective liaison with national air tasking authorities • Effectively facilitate timely submission of RASS and ATR • Timely issuance of ATM and ATO to the air contractor • Timely deployment of air asset to undertake air surveillance tasking • Surveillance pack effectively support air surveillance tasking

is accountable for	and is successful when
<p>3. In consultation with the CASP, assist to maintain robust operational network and effective operational relationships with FFA member surveillance authorities and secretariat surveillance team on use of aerial surveillance asset</p> <ul style="list-style-type: none"> • Maintain effective operational communication with surveillance authorities to ensure and equitable delivery of aerial surveillance services to member nations and meets the agreed objectives • FFA point of contact for direct liaison with the aerial contractor air liaison officer (TSC) ALO) to optimise the use of the aerial surveillance asset in support of FFA members' MCS activities to achieve maximum effectiveness and cost efficiency • Assist CASP on annual reporting to FFA Members on effectiveness of the Aerial Surveillance Program at the annual MCS working group meeting 	<ul style="list-style-type: none"> • Effective networked relationships with members, regional agencies, stakeholders, TSC Air Liaison Officer, and other authorized organizations and individuals • Effective communication and relationships with national surveillance, fisheries, diplomatic and civil aviation as required • Effective and efficient usage of Aerial Surveillance Asset in supporting Member countries' MCS activities • Effective reporting to FFA members at MCS working group meeting
<p>4. Communication Plan and Standard Operating Procedures-</p> <ul style="list-style-type: none"> • Contribute to the communication plan relating to the Aerial Surveillance Program • Upkeep of the air surveillance Standard Operating Procedures • Participate in M&E framework • Ensure compliance surveillance products are store, managed, and disseminated in accordance to the FFA ISMS policy 	<ul style="list-style-type: none"> • Standard Operating Procedures in place and relevant • SOPs facilitate delivery of services • FFA ISMS policy are adhered to.

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> • Managing different and competing member countries priorities for aerial surveillance requests • Supporting CASP in managing relationships with national surveillance, diplomatic and civil aviation authorities as required to ensure effective aerial surveillance approvals, operations and assessments • Working effectively with members of the FFA secretariat team, regional partners and aerial surveillance operator • Maintain the relevance of the aerial surveillance program for FFA members • Responding to short notice request and emergent tasking and managing the flow-on effect to scheduled activities. •
--

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • Aerial Contractor • FFA Member Surveillance Authorities • Designated national air tasking authorities (officers) • Pacific Patrol Boats • QUADs • SPC • Regional Law Enforcement Agencies (MBC, PTCCC & EFCA) 	<ul style="list-style-type: none"> • Communicate air surveillance planning, execution and reporting requirements; • Provide operational control of aerial surveillance activities, principally scheduling; • Maintain effective lines of communication with contractor representative (TSC ALO) to ensure responsiveness to changing priorities; • Coordinate and scale the level of support as effective utility of aerial surveillance patrols builds over time; • Receive requests and provide advice and assistance where appropriate to FFA members; • Consultation with FFA members on national priorities for Fisheries Monitoring and Surveillance; • Ensure that necessary national entry and operating approvals are secured and relay status to TSC ALO • Liaison with regional law enforcement agencies on common areas and issue of interest as authorized. • Coordinate aerial and maritime patrols to ensure effective use of resources • Maintain awareness of QUAD operations, especially aerial surveillance, in the areas of interest • Seek redundancy aerial surveillance support in the event that the PMSP FFA asset is unable to support an ad hoc Air Task Request. • Conduct information exchange. • Effective reporting

<p>Internal</p> <ul style="list-style-type: none"> • Director Fisheries Operations Division • SOO1/SOO2 and SPLO • RFSC team • MCS Officers/Analysts • FFA Legal 	<ul style="list-style-type: none"> • Receive guidance on holistic surveillance operations in Western and Central Pacific. • Provide and receive technical advice. • Provide situational awareness of aerial surveillance activities and milestones for achievement. • Report on progress of activities. • Provide situational awareness of emerging issues or challenges regarding Aerial Surveillance and related maritime security operations. • Seek intelligence inputs to inform intelligence-based scheduling and prioritisation of aerial surveillance capability; • Seek assessment of suspected illegal fishing activity; and • Seek legal assessment or collected evidence and recommended actions for suspected illegal activity.
--	--

Level of Delegation

The jobholder:

<ul style="list-style-type: none"> • The job holder has no authority to delegate, but is required to work under minimum supervision with greater initiative to plan and organise schedule for air surveillance operations. • Policy guidance will be provided by DDG, CASP, DFO and SOO1 or designee while operational guidance and advice is provided by SOO/SPLO.

Person Specification

Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> • Tertiary qualification in a relevant field, such as project planning, logistics, or maritime operations, marine science/affairs 	<p>Qualification</p> <ul style="list-style-type: none"> • Tertiary qualification in transport planning
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 3 years' experience, in logistics planning and management, regional fisheries surveillance operations, multinational coordination and communication, risk management or relevant field 	<p>Experience</p> <ul style="list-style-type: none"> • Prior experience working in the Pacific • Maritime Law Enforcement • Operating GIS systems • Air operations logistics, planning and approvals
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Excellent prioritisation, coordination, communication and planning skills • Demonstrated ability to work proactively to changing requirements • Creative problem-solving skills • Excellent communication skills both oral and written. • Proven analytical skills 	

<ul style="list-style-type: none"> • Able to work in a team environment • Proficient in Microsoft Suite • Aptitude to learn web based programs • Willingness to work weekends and extended shifts 	
---	--

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert Level	<ul style="list-style-type: none"> • Understanding the role and contribution of the APO position to effective surveillance in the region
Advanced Level	<ul style="list-style-type: none"> • Knowledge of FFA Members agencies and their national authorities • Knowledge of Surveillance contribution to deterring IUU • Knowledge of broader law enforcement surveillance issues and maritime domain awareness
Working Knowledge Level	<ul style="list-style-type: none"> • Knowledge of MCS activities in the region.
Awareness	<ul style="list-style-type: none"> • The role of FFA • Member countries

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

