

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Compliance Policy Advisor
Work Unit:	Fisheries Operations Division
Responsible To:	FFA Executive Management
Responsible For:	No staff to supervise
Job Purpose:	This job exists to-: Further the development of strategic fisheries compliance policies of FFA members in collaboration with and in support of FFA members. A particular focus of the position is interaction with WCPFC in Pohnpei.
Date:	September 2012

FFA's Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

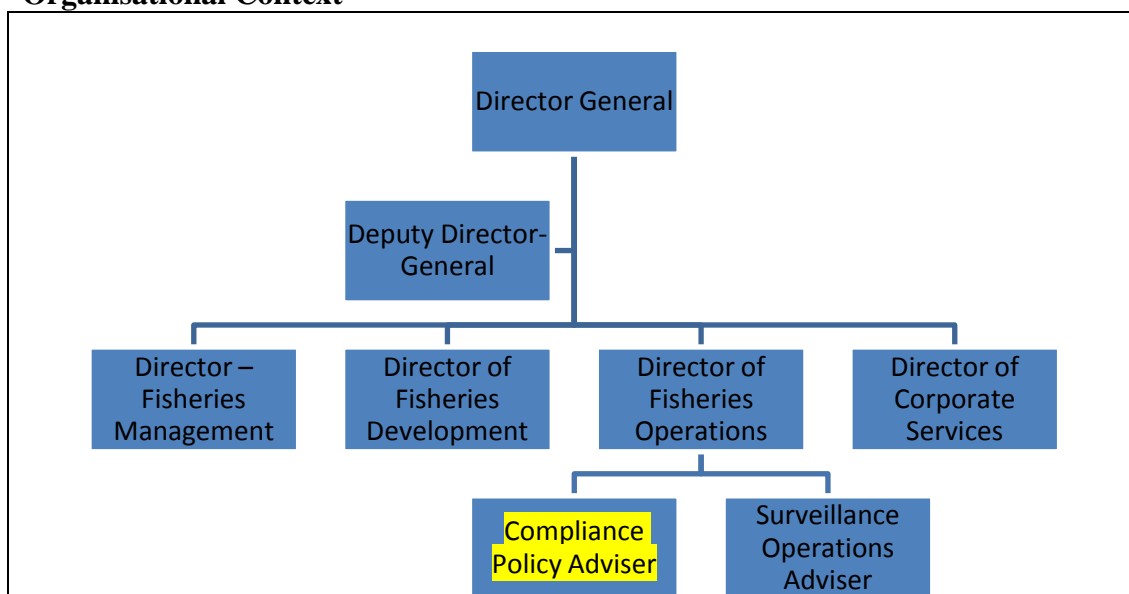
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources

The Pacific Plan

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Compliance Policy
2. Advisory, Briefings and Trainings
3. Networking Relationships
4. Consultancies

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

is accountable for	and is successful when
<p>Compliance Policy</p> <ul style="list-style-type: none"> • Monitor the implementation of the Regional MCS Strategy (RMCSS). • Liaise closely with the Director Fisheries Operations on all compliance policy matters, with VMS and Observer program, and other MCS staff on relevant matters and with FFA Legal branch on the development of policies, advice to members and delivery of relevant MCS workshops and training. • Assist in researching or investigate appropriate and suitable technologies/developments for fisheries compliance • Advise Executive Management and members of advances and emerging technology that can enhance fisheries compliance in the region. 	<ul style="list-style-type: none"> • Compliance policies and strategies are updated and are in line with FFA and regional priorities. • High level planning, coordination and communication skills provide for appropriate support for FFA and its members in matters related to fisheries operations and compliance matters. • MCS Projects or workshops are successfully coordinated and implemented.
<p>Advisory, Briefings and Trainings</p> <ul style="list-style-type: none"> • Advise Executive Management and members on emerging issues in fisheries compliance. • Prepare briefs for FFA members for meetings of the WCPFC Technical and Compliance Committee to ensure decisions reflect FFA member priorities. • Provide advice and analysis on the implementation aspects of Fisheries Management plans. • Brief the FFC and other bodies as required and represent the FFA at international meetings and forums as appropriate. • Develop compliance monitoring processes to measure implementation and efficacy of Commission CMMs. • Assist in the development and implementation of MCS Trainings and Workshops 	<ul style="list-style-type: none"> • High quality briefs or reports are compiled and submitted on a timely basis. • FFA Executive Management and other relevant stakeholders are aware of emerging compliance matters. • Commission decisions reflect FFA member priorities. • Compliance monitoring processes developed and implemented with measurable results. • MCS trainings and workshops are effectively delivered.
<p>Networking Relationships:</p> <ul style="list-style-type: none"> • Liaise with the WCPFC Compliance Manager and 	<ul style="list-style-type: none"> • Effective networking relationships

is accountable for	and is successful when
<p>the chair of the Technical and Compliance Committee on relevant WCPFC matters.</p> <ul style="list-style-type: none"> • Establish positive working relationships through consultations and advice with fisheries Compliance contacts of member countries and regional fisheries management organizations. • Coordinate and provide support for member countries attachment programs secondment, fellowships and participation in workshops as required. 	<p>built.</p> <ul style="list-style-type: none"> • Relevant integrated services and policy provided. • Members successfully participate in attachments, secondment programs and workshops.
<p>Consultancies</p> <ul style="list-style-type: none"> • Prepare Terms of Reference for MCS consultancies and review and provide feedback on outcomes of consultancy work. • Assess and evaluate expressions of interest • Where needed, supervise the work of technical consultants and other experts 	<ul style="list-style-type: none"> • Quality ToRs developed for needed MCS consultancies • Quality work delivered out of consultancy work

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"> • Ensuring that Executive Management and other stakeholders are aware of technological advancements in compliance issues. • Interpreting the application of local bylaws and statutes. • Ensuring Commission decisions reflect FFA Member priorities
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> • FFA Members and Stakeholders • WCPFC Chair • TCC Chair 	<ul style="list-style-type: none"> • Provide and receive advice. • Liaise and gain cooperation from FFA and its stakeholders.
<p>Internal</p> <ul style="list-style-type: none"> • FFA Executive Management • Fisheries Operations Division • FFA Management • Other Staff 	<ul style="list-style-type: none"> • Provide and receive advice. • Take directions. • Report on progress of work. • Influence and persuade.

Level of Delegation

The jobholder:

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| <ul style="list-style-type: none"> • Commit to and organize regional travel in line with FOD work plan and SLA tasks (subject to approvals) • Manage consultancies, including reviewing outputs • Manage multiple projects across several members • Manage small teams of consultants, staff from other divisions and member personnel |
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Person Specification

Essential	Desirable
<p>Qualification</p> <ul style="list-style-type: none"> • Tertiary Degree in marine policy, fisheries science, fisheries management and/or natural resources management (or other qualification) relevant to the demands of the role. <p>Experience</p> <ul style="list-style-type: none"> • Five years’ progressive experience in government or multi-disciplinary environment relevant to fisheries operations preferably tuna. • Experience in researching, preparing and presenting submissions and papers to national and international forums. <p>Skills, Knowledge and Abilities</p> <ul style="list-style-type: none"> • An excellent understanding of the principles of fisheries operations. • Skills in the area of leadership, policy development and implementation, experience in the management of complex multi-disciplinary activities. • Ability and willingness to travel frequently within and outside the region, at times for extended periods. 	<ul style="list-style-type: none"> • Has worked in a similar setting relevant to the FFA context and work area • Understanding of the social, economic and political aspirations of the Pacific Islands region.

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	Fully conversant with all applications of the skill/knowledge in a range of environments. Would be recognized by others as an expert in this skill. Could also
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	be expected to train others in this skill.
Advanced Level	Thorough understanding of skill/knowledge area. Able to pass on skills in this area. Recognized by colleagues as having proven skill/knowledge in this area.
Working Knowledge Level	Sufficient skill to apply in day to day operations in a fluctuating environment. Does not require supervision for routine tasks.
Awareness	Limited understanding of skill/knowledge area. Sufficient in order to perform basic tasks.

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.

Approved:

Manager/Supervisor

Date:

Employee

Date: