



Candidate Information Booklet

Senior Telemetry Officer (Grade - Senior Scientific Officer)

**Temporary - 3 years
(subject to funding and with a possible extension)**

**Closing date for applications:
1pm on Friday 26th August 2022**

REF STO/22

PLEASE NOTE: This post is not required until April 2023

If you have a disability that makes reading difficult, this application form can be obtained in other formats.

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ABOUT LOUGHS AGENCY

Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established as one of the North South Implementation Bodies under the Good Friday/Belfast Agreement, constituted under the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British Irish Agreement Acts 1999 and 2002.

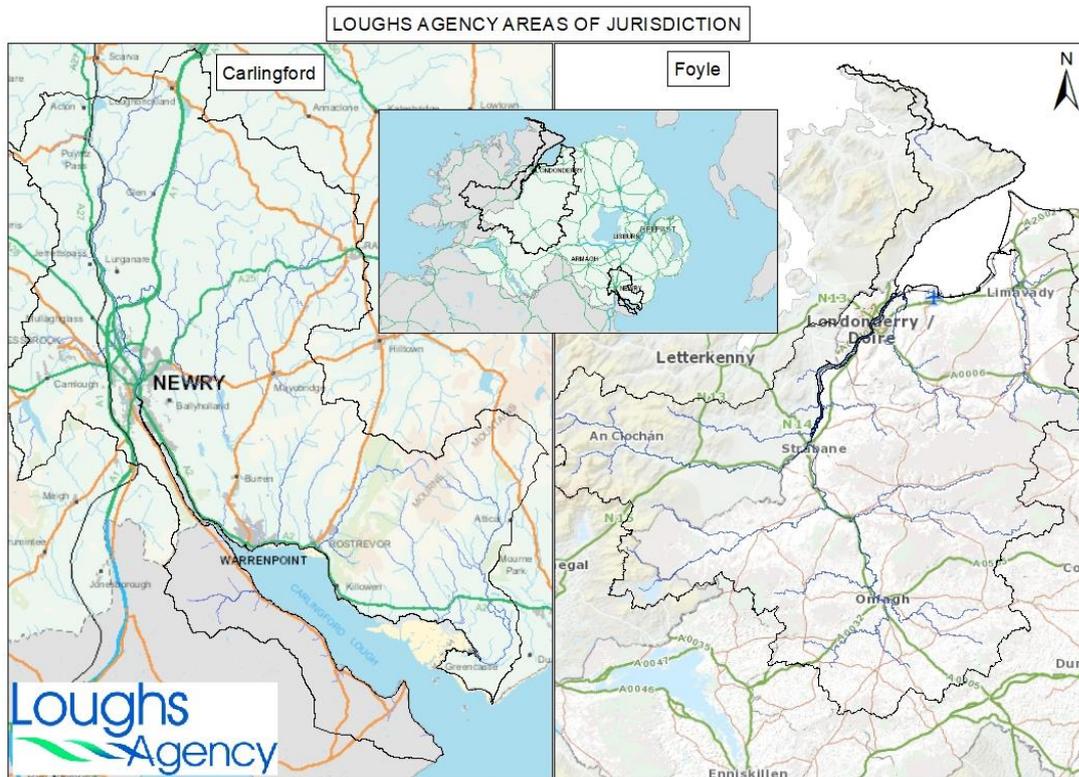
The Board of Loughs Agency reports to the North South Ministerial Council (NSMC) and its government Sponsor Departments – the Department of Agriculture, Environment and Rural Affairs (DAERA) in the North, and the Department of the Environment, Climate and Communications (DECC) in the South. The Agency is funded on a 50/50 basis by DAERA in Northern Ireland and DECC in Ireland.

Our Headquarters are based in Derry~Londonderry, with a Regional Office in Carlingford, Co Louth and an operational depot in Omagh.

The Agency's Vision is *"Through partnership and science, protecting and developing our fisheries and natural resources"*.

Our mission is to *"Sustainably manage, promote and develop the fisheries and resources of the Foyle and Carlingford areas"*.

The Agency has responsibility for 4,070km² of catchment in the Foyle area and 480km² in Carlingford, with responsibility for the 2 sea loughs and an area extending 12 miles out to sea from Lough Foyle, which stretches to Downhill in Northern Ireland, and Malin Head in Donegal. Loughs Agency has been delivering transboundary fisheries management in these waters since the establishment of its' predecessor in 1952, the Foyle Fisheries Commission, with the remit of overseeing the management and protection of the Atlantic salmon and the inland fisheries of the Foyle catchment.



Loughs Agency aims to provide sustainable social, economic and environmental benefits through the effective conservation, management, promotion and development of the fisheries and marine resources of the Foyle and Carlingford Areas. The Agency's statutory functions are as follows:

- Promotion of development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in respect of marine, fishery and aquaculture matters.
- Management, conservation, protection, improvement and development of the inland fisheries of the Foyle and Carlingford Areas.
- Development and licensing of Aquaculture and Shellfisheries.
- Development of Marine Tourism.

The high level Strategic Priorities identified in our [Strategic Direction for a New Decade 2020-30](#), enabling Loughs Agency to fulfil its statutory remit are:

- Our Remit: Raising the Standards.
- Making Connections.
- Just Transition.
- Organisational Excellence.

LOUGHS AGENCY STRUCTURE

Loughs Agency has 4 Directorates and a Science Section with responsibility for delivery of a wide and varied range of activities and functions.

Corporate Services

The Corporate Services Directorate has responsibility for the effective and efficient delivery of financial services, human resources, information and communication technology, fleet and asset management and all other support functions, to facilitate the achievement of strategic business goals. The Directorate ensures financial and budget management systems are implemented, appropriate controls and monitoring mechanisms are in place to ensure maximum efficiency, accountability and compliance with North South Accounting Guidelines. The Directorate ensures that the Agency is compliant with governance arrangements and is responsible for the development of Strategic, Corporate and Business Plans, ensuring that resources are in place to deliver business objectives.

Conservation and Protection Directorate

The Conservation and Protection Directorate is the largest team in the Agency, with a wide and varied remit. The Directorate's primary focus is on the conservation, development, improvement and protection of the fisheries of Foyle and Carlingford. The Directorate is also responsible for the development of fisheries legislation. Regulation is delivered through the enforcement of the Foyle Fisheries Acts and a series of adaptable secondary regulations and provisions, stemming from EU Directives and Legislation on pollution and water quality. The work of the Directorate includes an annual programme of freshwater monitoring, habitat protection and river restoration developments to conserve and improve the environments essential for sustainable populations of Atlantic salmon and other native fish.

Development

The Development Directorate works across the Agency, identifying and supporting projects and opportunities to develop and promote the statutory functions of the Agency. The main focus of this Directorate includes the development of angling, marine tourism, environmental education, outreach and promotional strategies. The Directorate is also responsible for identifying external funding and collaborative working opportunities locally, nationally and internationally.

Aquaculture and Shellfisheries

The primary role of the Aquaculture and Shellfisheries Directorate is the management, development and conservation of the native Irish oyster and

blue mussel populations in Lough Foyle, and the blue mussel population in Carlingford Lough. These species are actively managed to ensure that exploitation of these species is sustainable in the long term. The Directorate also monitors the biodiversity and health status of the Loughs. The Directorate also has responsibility for the licensing of aquaculture in the marine and freshwater environments of both catchments. This responsibility is yet to be commenced, however the primary legislation required for this is in place.

Science

Science at the Loughs Agency is centred on using outcomes focused approaches to deliver robust scientific evidence to conserve and manage the fisheries and natural resources of the Foyle and Carlingford Areas from an ecosystem based perspective. The scientific work delivered by the Agency is highly diverse and multidisciplinary covering a wide range of freshwater and marine habitats and species. The Science Function is cross cutting across all Directorates and provides a mechanism to underpin and inform all of the Agency's enforcement and management decisions through creation of effective evidence bases.

JOB DESCRIPTION

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|------------------------|--|
| Job Title: | Senior Telemetry Officer |
| Contract Type: | Temporary - 3 years (subject to funding and with a possible extension) |
| Organisation: | Loughs Agency of Foyle, Carlingford and Irish Lights Commission. |
| Location: | Based at Loughs Agency HQ, Derry~Londonderry, Northern Ireland |
| Grade/Salary: | Senior Scientific Officer (SSO) / £39,748 – £42,639 per annum |
| Responsible to: | Head of Science |
| Hours: | The normal conditioned hours of work are full-time: 37 hours (excluding meal breaks Monday to Friday). |

PURPOSE OF THE ROLE

A unique and exciting opportunity in an emerging scientific field on the island of Ireland; we are seeking a candidate to deliver the Agency's marine and freshwater acoustic telemetry and other related telemetry research in the Foyle and Carlingford areas. The Senior Telemetry Officer will be responsible for taking a leading role on delivering a number of telemetry studies which will generate information used to inform the Agency's environmental management systems. The post holder will act in a lead scientific advisory capacity on telemetry and coordinate the installation of the acoustic receiver network. The role will also require the post holder to manage internal and project staff as necessary to ensure timely delivery of results. The post holder will also be required to provide specialist advice on issues related to the telemetry projects to the Agency's Senior Management Team, Board, Sponsor Departments and North South Ministerial Council as appropriate.

MAIN AREAS OF RESPONSIBILITY INCLUDE:

- At the direction of the Head of Science (PSO) – co-ordinate, deploy and manage the Agency’s marine and freshwater acoustic telemetry arrays.
- Lead and Co-ordinate the installation and maintenance of the acoustic receiver network and work in collaboration with the PSO to ensure its efficacy.
- Manage the Loughs Agency fish tagging program.
- In collaboration with the PSO visualise and develop the future of the Agency’s telemetry delivery.
- To support the Senior Analytics Officer in the collation of research data from marine telemetry deliverables.
- Provide leadership and manage core staff and other project staff as required, in compliance with all relevant Loughs Agency Policies.
- Provide specialist advice on issues to the Agency’s Senior Management Team, Board, Sponsor Departments and North South Ministerial Council as appropriate.
- Be responsible for the procurement and maintenance of all scientific equipment and materials required to deliver marine telemetry targets, ensuring compliance with all Loughs Agency governance policies.
- Maintain an up-to-date knowledge of scientific literature in relevant areas and to demonstrate personal development in all relevant areas of managing research projects, staff and resources.
- Ensure compliance with all Loughs Agency financial and governance policies.
- Prepare reports as required to ensure effective data transfer of relevant results, and to meet the contractual requirements of research projects.
- The post holder will be required to fulfil any other duties and responsibilities as determined by Loughs Agency that fall within the organisation’s Policies. The job description is not intended to be

rigid and inflexible. Rather, it should be regarded as working guidelines within which the post holder will work.

CORE COMPETENCIES

Loughs Agency's recruitment and selection process is based on the [Northern Ireland Civil Service Competency Framework](#) which sets out how all Agency employees should work.

It is important that all candidates familiarise themselves with the Competency Framework.

Seeing the Big Picture

- Be alert to emerging issues, legislation and trends which might impact or benefit own and team's work.
- Understand own business area strategy and how this contributes to departmental policies and priorities.
- Contribute to the development of policies, plans and service provision to meet citizens' diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice.
- Ensure own business area/team activities are aligned to departmental activity, policy and priorities.
- Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.
- Seek to understand how the services, activities and strategies work together in the business area to create value for the customer/end user.

Changing and Improving

- Find ways to improve systems, policy development and structures to deliver with more streamlined resources.
- Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making.
- Be prepared to take managed risks, ensuring these are planned and their impact assessed.
- Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking.
- Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
- Prepare for and respond appropriately to the range of possible effects that change may have on role/team.

Making Effective Decisions

- Make decisions when they are needed, even if they prove difficult or unpopular.

- Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources.
- Recognise patterns and trends in a wide range of evidence/data that may affect policy and draw key conclusions.
- Explore different options outlining costs, benefits, risks and potential responses to each.
- Recognise scope of own authority for decision making and empower team members to make decisions.
- Invite challenge and, where appropriate, involve others in decision making to help build engagement and present robust recommendations.

Leading and Communicating

- Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental policy and strategy.
- Recognise, respect and reward the contribution and achievements of others.
- Communicate effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed.
- Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
- Promote the work of the Department and play an active part in supporting the NICS values and culture.
- Convey enthusiasm and energy about their work and encourage others to do the same.

Collaborating and Partnering

- Establish relationships with a range of stakeholders to support delivery of policy and business outcomes.
- Invest time to generate a common focus and genuine team spirit.
- Actively seek input from a diverse range of people.
- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.
- Deal with conflict in a prompt, calm and constructive manner.
- Encourage collaborative team working within own team and across the Department.

Building capability for all

- Identify and address team or individual capability requirements and gaps to deliver current and future work.
- Develop team members, devoting time to coach, mentor and develop others.
- Value and respond to different personal needs in the team using these to develop others and promote inclusiveness.
- Proactively manage own career and identify own learning needs with line manager, plan and carry out workplace learning opportunities.
- Continually seek and act on feedback to evaluate and improve their own and teams' performance.

Delivering Value for Money

- Recommend actions to achieve value for money and cost efficiency and reduce fraud and error.
- Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes.
- Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans.
- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Monitor the use of resources in line with organisational procedures and plans and hold team to account.

Managing a Quality Service

- Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
- Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- Work with team to set priorities, goals, objectives and timescales.
- Establish mechanisms to seek out and respond to feedback from customers about policy and service provided.
- Promote a culture that tackles fraud and error, keeping others informed of outcomes.

- Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Delivering at Pace

- Successfully manage, support and stretch self and team to deliver agreed goals and objectives.
- Show a positive approach in keeping their own and the teams' efforts focused on the goals that really matter.
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.
- Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.
- Regularly monitor own and teams' work against policy, milestones or targets and act promptly to keep work on track and maintain performance.
- Coach and support others to set and achieve challenging goals for themselves.

Achieving Outcomes through Delivery Partners

- Consider, in consultation with experts, alternative ways of working with partners and contractors to identify more efficient outcomes, balancing cost, quality and turnaround times.
- Work with experts in engaging effectively and intelligently with delivery partners in order to define and/or improve policy and service delivery.
- Gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making decisions.
- Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.

PERSONNEL SPECIFICATION

Senior Telemetry Officer

Essential Criteria

Applicants *must* demonstrate that they possess the following criteria, by the closing date for applications. Each essential criteria will be applied.

1. A degree AND minimum two years' relevant research experience.
2. Specific knowledge and demonstrable experience of the use of practical field telemetry for animal tracking.
3. A minimum one year's experience of managing staff and resources in a scientific research environment.
4. Evidence of the skills and experience of working in demanding field environments.
5. Excellent communication skills (oral and written), including public presentations and ability to communicate complex data/concepts clearly and concisely.

Desirable Criteria

Some or all of the following criteria MAY be used in the event of a large number of suitably qualified applications.

1. Postgraduate qualification in an environmental area.
2. Demonstrable experience setting up and using acoustic arrays in marine and/or freshwater environments.
3. Evidence of first authored papers in the area of environmental research published in peer reviewed scientific journals.
4. Experience with surgical implantation of tags in marine organisms.

SHORTLISTING INFORMATION

The technical elements related to the duties and responsibilities of this job will be scored on a competency based framework at shortlisting and interview. This means that **ONLY** those candidates who most closely match the requirements of the post are likely to be shortlisted.

Each applicant should consider carefully if they can demonstrate the required levels of skill and experience before they spend time completing an application form. It is not enough to state that you have an 'awareness' or 'knowledge' of the areas stated, candidates must demonstrate actual skills and experience that can be checked with previous employers where necessary.

Each candidate should take care to complete their application in a way that ensures that the short-listing panel fully understands both their academic success and the skills and experience they have gained.

Please do not complete any section unless you can demonstrate actual skills and experience that can be checked with previous employers where necessary. Please confine your answers to the spaces provided.

GUIDANCE FOR MAKING YOUR APPLICATION

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential criteria.

- Loughs Agency will not accept CV's, letters, additional pages of any other supplementary material in place of or in addition to completed application forms.
- The space available on the application form is the same for all applicants and must not be altered.
- Applicants must complete the application form in Arial font 12, or legible, block capitals.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Applications will not be examined until after the closing date.
- Please do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your field of expertise or your job.

- Relevant or equivalent qualifications – if you believe your qualification is equivalent to one required, the onus is on you to provide the Panel with details of modules studied etc. so that a well-informed decision can be made.
- It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the Selection Panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples that you provide may be discussed at interview and you may need to be prepared to talk about these in detail if you are invited to interview. **It is your unique role that the Panel are interested in, not that of your Organisation, team or division.**
- Loughs Agency will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

Application Form Submission

- Applications can be completed online and are accessible from the Loughs Agency website, www.loughs-agency.org/careers any queries can be emailed to careers@loughs-agency.org.
- **Loughs Agency will not accept incomplete application forms, application forms received after the closing deadline or reformatted applications.**
- Loughs Agency does not accept faxed applications.
- Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Loughs Agency to meet the required deadline. Loughs Agency will not accept any application where there is any shortfall in postage.
- Should you have any queries please contact Siobhan McCarron, Human Resource Officer on 02871 342100

Equal Opportunities Monitoring Form

Please note that the Equal Opportunities Monitoring Form is regarded as part of your application and failure to complete and return it may result in disqualification.

GUIDANCE FOR INTERVIEW

It is anticipated that interviews will be held on the week commencing Monday 5th September 2022 (subject to change).

At interview, the technical elements related to the duties and responsibilities of this job will be scored on a competency based framework. The Selection Panel will assess candidates against the behavioural competences, qualifications and experience required for the post.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience;
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competency based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance of this role;
- Provide specific and verifiable examples of your experience in relation to the required competence areas.

Order of Merit

The Selection Panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The Selection Panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The order of merit is valid for one year. Therefore, if this post becomes available again within this year, the next suitable candidate will be offered the post without further competition.

ADDITIONAL INFORMATION

Disability Requirements

Loughs Agency will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability disclosed are used for this purpose only and do not form any part of the selection process. If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact Siobhan McCarron, Human Resource Officer on 02871 342100.

Vetting Procedures

Prior to appointment the following will be required:

- Proof of qualifications
- Copy of valid Driving Licence
- Receipt of 2 satisfactory references (references will not be sought until after the final stage of the assessment process).
- Basic level security clearance which is managed by Access NI.

Availability

The post is based in the Foyle Area, however the successful applicant will also be required to travel within the Foyle and Carlingford Areas and outside both jurisdictions.

Any Other Duties

Appointees may be required to carry out any other duties that may (from time to time) arise and which are reasonably required within the general level of responsibility for the post.

Salary

Starting salary will normally be at the minimum of the scale. Consideration of a higher starting salary may be given to applicants with exceptional relevant experience and/or skills and only then if all 'suitable candidates'

(those considered to be appointable by the Selection Panel) have refused the minimum salary offered.

Closing Date

Completed application forms must be returned to arrive not later than **1pm on Friday 26th August 2022.**