



CANDIDATE INFORMATION BOOKLET

**FISHERIES BIOLOGIST
Permanent**

**Closing date for applications:
3pm Wednesday 27th February 2019
REF: FBO/19**

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

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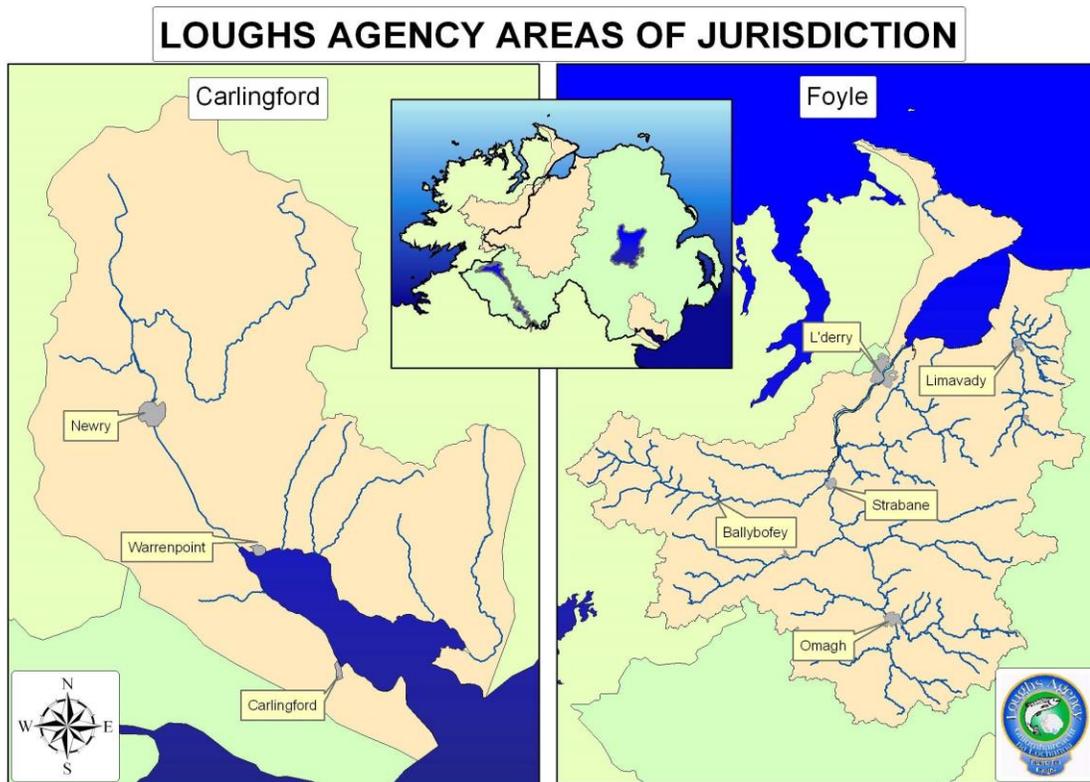
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INTRODUCTION

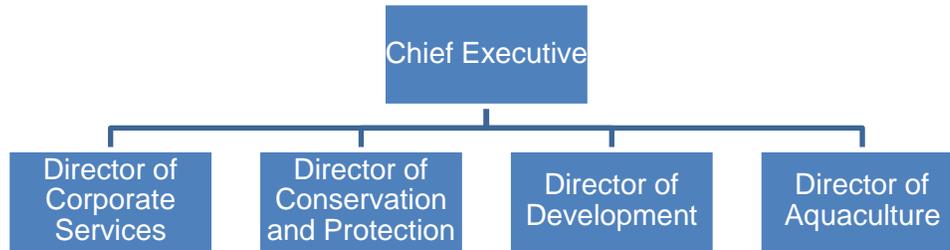
The Loughs Agency was established by the Foyle, Carlingford and Irish Lights Commission (FCILC), a North / South Implementation body, and inherited the functions and responsibilities of the Foyle Fisheries Commission with regard to the conservation, protection, management and improvement of the fisheries of the cross border Foyle Area. The North/South Co-operation Order and British Irish Agreement Act extended those functions to the cross border Carlingford Lough catchments and added further functions with regard to Shellfisheries, Aquaculture and Marine Tourism.

The Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established under the 1998 agreement between the Government of the UK of Great Britain, Northern Ireland and the Government of Ireland. The FCILC is legislated by the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement acts 1999 and 2002. The Board of the FCILC reports to the North South Ministerial Council and the sponsoring departments are the Department of Agriculture and Rural Development in the North and the Department of Communications, Marine and Natural Resources in the South.

The 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 as outlined below.



Loughs Agency Senior Management Team Structure



Functions and Objectives of the Loughs Agency

The Functions of the Loughs Agency as set out by the North South implementation body are as follows:

- The promotion of development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in respect of marine, fishery and aquaculture matters
- The management, conservation, protection, improvement and development of inland fisheries of the Foyle and Carlingford Areas.
- The development and licensing of Aquaculture
- The development of marine tourism

The objectives of the Agency in the Foyle and Carlingford areas are:

- Conserve and protect salmon and inland fisheries of the Foyle and Carlingford areas
- Manage and develop salmon and inland fisheries of the Foyle and Carlingford Areas
- Promote the development of Lough Foyle and Carlingford Lough for commercial and recreational purposes
- To license and develop aquaculture
- To develop marine tourism
- To pursue increased efficiency and continuous improvement in the delivery of services to all customers
- Ensure the efficient, effective and economic utilisation of resources available to the Agency

JOB DESCRIPTION



Job Title:	Fisheries Biologist
Contract Type/Duration:	Permanent
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Conservation & Protection
Location:	Loughs Agency HQ
Grade/Salary:	Higher Scientific Officer / £30,149 to £31,760
Responsible to:	Senior Biologist
Hours:	42 hours per week (to include 1hr/day unpaid for lunch)

PURPOSE OF THE ROLE

The role of the post holder will be to participate in, manage and support the freshwater monitoring and research workload - which includes amongst others: fish stock assessment (coarse and salmonid) using various techniques such as electro-fishing and netting; Pre-Fishery Abundance modelling for Atlantic salmon; genetics; smolt tagging; habitat surveys; and invertebrate surveys. This will involve working with and co-ordinating the activity of field staff in relation to sample collection surveys and supporting the preparation of Catchment Status Reports.

The position also acts as an assistant and backup to the IT Manager with the running and maintenance of the Agency's fish counter programme. This will include onsite visits to fish counting stations that are situated around the catchments and include regular remote downloads from base, collation and analysis of the datasets retrieved. The post holder will also be expected to ensure that there are sufficient quality control procedures in place with regard to fish counters in particular, but also with the other information collected by the Agency. They will be required to liaise closely with the Geographical Information Systems post holder in this regard.

The role will be responsible for liaising with other Government Agencies and Departments in the running of monitoring and research contracts including providing information for EU Directives such as Water Framework and Habitats Directives.

The post will also provide direct support to the Biologist. In addition, the post holder will be required to present these data in a number of formats including regular written and oral reports to the Biologist, the Director of Protection and Conservation, the Chief Executive Officer, the Foyle, Carlingford and Irish Lights Commission Board, the Advisory Forum, Stakeholders/customers the NSMC and Staff of the Foyle, Carlingford and Irish Lights Commission.

KEY FUNCTIONS

- Participate in, co-ordinate and organise field surveys
- Participate in, manage and support ongoing monitoring and research programmes
- Supervision of students and temporary staff
- Spot checking data collection
- Fish counters
- Preparation of reports
- Presentations to stakeholders, staff and FCILC Board

MAIN DUTIES

- Ensure accurate collection and collation of data in a format suitable for GIS
- Undertaking, managing and supporting ongoing monitoring and research programmes
- Collection of data
- Supervision of students and temporary staff
- Analysis of data
- Report writing
- Oral and written presentations to staff, FCILC Board and Stakeholders
- Provide technical support on fish counters
- Ensure a quality flow of timely information from the Agency to stakeholders and customers.
- Undertaking research and collation of information for projects as required.
- Provide information and advice to all staff and customers using the facilities of the Agency.
- Liaise with a wide range of individuals and organisations.
- Assist with the communication of the Loughs Agency's activities.
- Ensure that the organisation projects a positive and professional corporate image, which clearly transmits its vision, aims, principles and objectives in an unambiguous and lucid manner.
- Ensure that information technology is exploited fully to improve communication and meets the needs of its targets audiences.
- Managing Staff
- Managing Budgets
- Working on any relevant externally funded projects

CORE COMPETENCIES

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.

PERSON SPECIFICATION

FISHERIES BIOLOGIST



Essential Criteria

1. At least a 2nd class honours degree in Science, Biological Degree
2. 2 Years' experience of working within a professional or technical team
3. A full and current driving licence held for more than 2 years (with no more than 3 penalty points).

Desirable Criteria

1. at least 2 years relevant post qualification experience, gained within the last 8 years
2. post-graduate fisheries based MSc/PhD

SHORT-LISTING 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 short-listed.

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.

Candidates who can demonstrate the ability to effectively operate as a member of a team may be preferred. Project work often has to take advantage of good weather conditions and as such a flexible approach to working hours is also preferred.

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.

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept CV's, letters, additional pages of any other supplementary material in place of or in addition to completed application forms.
- 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.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch 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 team or division.**
- The 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

- It is preferred that applicants use the on line link to the applications which facilitates completion and submission on line however, completed applications can be submitted by post to Human Resource Officer, Loughs Agency, 22 Victoria Road, Derry~Londonderry, BT47 2AB, emailed to careers@loughs-agency.org or hand delivered.
- **We will not accept incomplete application forms, application forms received after the closing deadline or reformatted applications.**
- We do 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 the Loughs Agency to meet the required deadline.
- We will not accept any application where we are asked to pay for any shortfall in postage.
- Should you have any queries please contact, 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.

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 Agency will allocate to this vacancy (or similar grade) in the order listed. 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.

Candidates should note that successful applications will be held on a list for a period up to 12 months to fill temporary positions, should they arise.

GUIDANCE FOR INTERVIEW

It is anticipated that interviews for this position will be held **Week Commencing 18th March 2019** at Loughs agency HQ.

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.

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 competence-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.

ADDITIONAL INFORMATION

Disability Requirements

We 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 and 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 on 02871 342100.

Vetting Procedures

Prior to appointment with the Loughs Agency 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 may, on occasion, also be expected be required to travel within Northern Ireland, to other parts of the Republic of Ireland outside the Foyle catchment..

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 have refused the minimum salary offered.

Closing Date

Completed application forms must be returned to arrive not later than **3pm on Wednesday 27th February 2019.**