



CANDIDATE INFORMATION BOOKLET

**FISHERIES OFFICER
(1x Permanent & 3x Temporary)**

**Closing date for applications:
1pm on Wednesday 6th March 2019
REF: FO/19**

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

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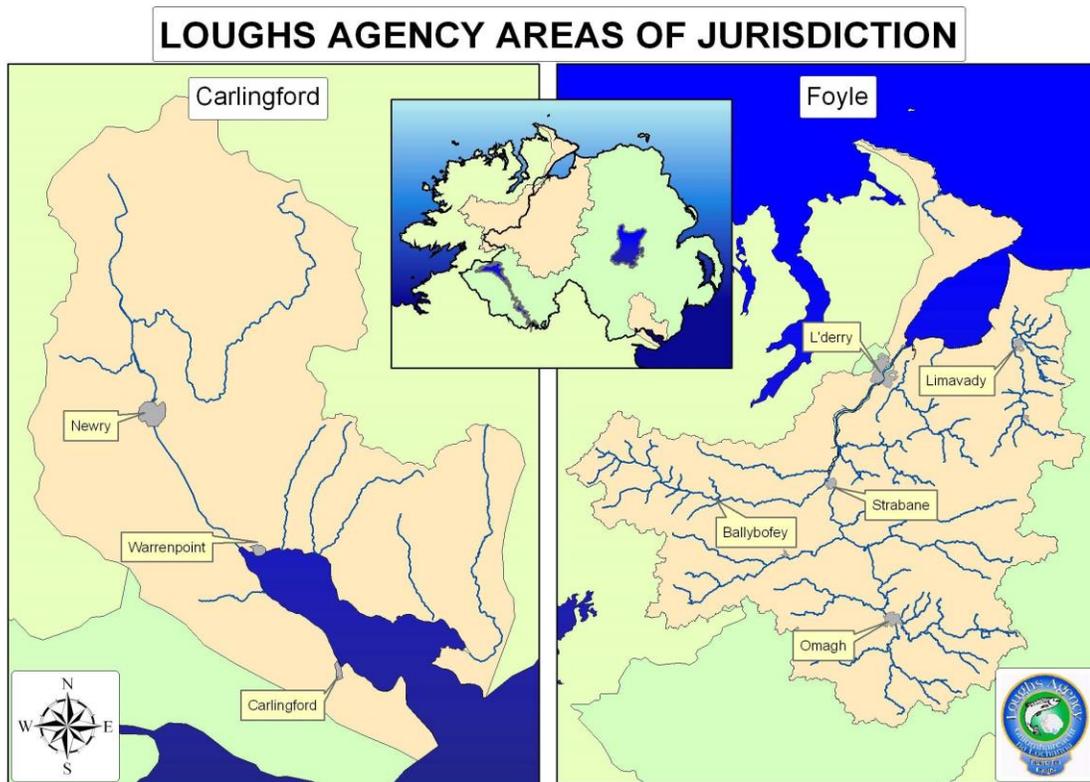
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INTRODUCTION

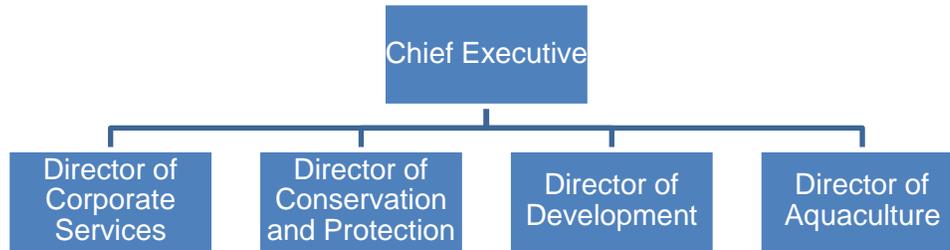
The Loughs Agency was established by the Foyle, Carlingford and Irish Lights Commission (FCILC), a North / South Implementation body, and inherited the functions and responsibilities of the Foyle Fisheries Commission with regard to the conservation, protection, management and improvement of the fisheries 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:	Fishery Officer
Contract Type/Duration:	1x Permanent & 3x Temporary Positions Available
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Conservation & Protection
Location:	Loughs Agency HQ
Grade/Salary:	FO1 (Perm) / £26,962 to £27,819 FO2 (Temp) / £24,429 to £25,225
Responsible to:	Relevant Inspector
Hours:	1900 Hours (including evenings and weekends)

BACKGROUND

The Loughs Agency is a statutory body charged with the responsibility for the conservation, protection and development of salmon and inland fisheries in the Foyle and Carlingford Areas.

DUTIES AND RESPONSIBILITIES

Fishery Officers are responsible to their designated Inspector for carrying out a range of fishery protection and other duties not only in their assigned area of responsibility but also in other areas of responsibility within the Foyle Area / Carlingford Area or adjoining fishery areas as directed by their Inspector.

1. The main areas of responsibility include the carrying out of:-

- Adequate and effective fishery protection, conservation and monitoring measures at all times having regard to the legislation currently in force including legislation protecting waters from pollution.

- Adequate and effective checks on all net and rod licence holders, their nets, rods and other equipment to ensure their compliance with the terms of their licence.
- Prompt and effective response to all emergency call outs.
- Regular inspections on all weirs, sluices, mills, dams, fish passes, millraces and watercourses to ensure compliance with the law.
- Examination of watercourses in relation to fishery conservation measures associated with drainage works or engineering works adjacent to watercourses.
- All duties in connection with the prevention and control of water pollution including monitoring and sampling of discharges.
- Assisting with surveys, fishery investigations etc., including those requested by the Chief Inspector and/or Chief Executive.
- Investigation of complaints relating to the conservation and protection role of the Agency.
- Apprehending offenders and their equipment seized under the terms of the legislation.
- Taking statements of evidence and presenting evidence in court.
- Duties include seagoing protection as a crew member and also small boats/RIB handling.

2. The River Watcher will ensure that:-

- All Agency property placed in his/her care is properly maintained, and if appropriate serviced in accordance with the manufacturer's instructions.
- Keep and maintain proper records, notebooks and compile all necessary reports and statements and submit these promptly to the Chief Inspector, Inspector, Senior Clerk or Chief Executive as appropriate.
- Keep and submit diaries of duties performed in accordance with instructions issued from time to time.

- Keep up-to-date on fisheries and associated legislation.
- Ensure Health and Safety legislation and rules are complied with.
- Ensure Equality legislation and rules are complied with.
- Ensure office instructions and memoranda are complied with.
- Bring to the attention of the Chief Executive, Chief Inspector or Inspector as appropriate any matters coming to his/her attention, which may adversely affect the fisheries of the Foyle Area or the operation of the Agency.
- Carry out any other duties that may from time to time reasonably be required within the general level of responsibility for the post.

3. Training

He/She will be required to undergo training to ensure competency in all the core areas of their work.

CORE COMPETENCIES

Seeing the Big Picture

- Keep up to date with a broad set of issues relating to the work of the Department.
- Develop understanding of how own and team's work supports the achievement of departmental priorities and delivery to the citizen.
- Focus on the overall goal and intent of what they are trying to achieve, not just the task.
- Take an active interest in expanding their knowledge of areas related to own role.

Changing and Improving

- Understand and apply technology to achieve efficient and effective business and personal results.
- Consider and suggest ideas for improvements, sharing this feedback with others in a constructive manner.
- Conduct regular reviews of what and who is required to make a project/activity successful and make ongoing improvements.

- Put aside preconceptions and consider new ideas on their own merits.
- Help colleagues, customers and corporate partners to understand changes and why they have been introduced.
- Identify, resolve or escalate the positive and negative effects that change may have on own role/team.

Making Effective Decisions

- Demonstrate accountability and make unbiased decisions.
- Examine complex information and obtain further information to make accurate decisions.
- Speak with the relevant people in order to obtain the most accurate information and get advice when unsure of how to proceed.
- Explain clearly, verbally and in writing, how a decision has been reached.
- Provide advice and feedback to support others to make accurate decisions.
- Monitor the storage of critical data and customer information to support decision making and conduct regular reviews to ensure it is stored accurately, confidentially and responsibly.

Leading and Communicating

- Display enthusiasm around goals and activities – adopting a positive approach when interacting with others.
- Listen to, understand, respect and accept the value of different views, ideas and ways of working.
- Express ideas effectively, both orally and in writing, and with sensitivity and respect for others.
- Confidently handle challenging conversations or interviews.
- Confront and deal promptly with inappropriate language or behaviours, including bullying, harassment or discrimination.

Collaborating and Partnering

- Demonstrate interest in others and develop a range of contacts outside own team to help get the job done.
- Change ways of working to facilitate collaboration for the benefit of the team's work.
- Proactively seek information, resources and support from others outside own immediate team in order to help achieve results.

- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues.
- Listen attentively to others and check their understanding by asking questions.
- Take responsibility for creating a working environment that encourages equality, diversity and inclusion.

Building Capability for All

- Take ownership of team and individual development by identifying capability needs and consistently achieving development objectives.
- Take responsibility for the quality of own work and seek opportunities for improvement through continuous learning.
- Proactively support the development plans of others.
- Take account of the diverse contributions of team members and delegate work to improve capabilities of all.
- Encourage and be open to developmental feedback from others.

Delivering Value for Money

- Manage information and financial data so that it is accurate, easily located and reusable.
- Can account for expenditure and create well supported argument for extra expenditure e.g. overtime
- Take opportunities to challenge misuse of resources in order to achieve value for money and sustainable ways in working.
- Understand that all actions have a cost and choose the most effective way to do something in a resource-efficient way.
- Ensure that recognized control procedures and practices are maintained.
- Monitor resources against plans and budget, identify and flag up variances.

Managing a Quality Service

- Explain clearly to customers what can be done.
- Work with team to set priorities, create clear plans and manage all work to meet the needs of the customer and the business.
- Ensure that levels of service are maintained – flag up risks or concerns in order to meet customer requirements.

- Keep internal teams, customers and delivery partners fully informed of plans and possibilities.
- Promote adherence to relevant policies, procedures, regulations and legislation, including equality diversity and health and safety.
- Identify common problems or weaknesses in policy or procedures that affect service and escalate these.

Delivering at Pace

- Create regular reviews of what and who is required to make a project/activity successful and make ongoing improvements.
- Be interested and positive about what they and the team are trying to achieve.
- Take ownership of problems in their own area of responsibility.
- Remain positive and focused on achieving outcomes despite setbacks.
- Check own and team performance against outcomes, make improvement suggestions or take corrective action when problems are identified.
- Set and achieve challenging goals and monitor quality.

Achieving Outcomes through Delivery Partners

- Be able to identify and access departmental procurement and appropriate expertise.
- Understand and be able to explain departmental approach to assigning contractual and financial delegations.
- Recognise when deliverables and/or services derived from a business arrangement are not being delivered to the required level of quality or standard and take appropriate action.
- Fully meet commercial confidentiality and data security requirement in contracts.

PERSON SPECIFICATION

FISHERY OFFICER

Essential Criteria

- 5 GCSEs (Grade A-C) or equivalent to include Mathematics and English Language; **or**
- 1 years previous experience in two of the areas below:
 - Fisheries
 - Environmental field
 - Law enforcement
 - Fish counters
 - Legal background
 - Sea going duties; **and**
- Candidates must hold a full current driving licence (with not more than 6 penalty points) held for a minimum of two years.

Desirable Criteria

- In the first instance, training or qualifications in fisheries management, environmental field, law enforcement, fish counters or legal background.
- In the second instance, 2 years previous experience in two of the areas below:
 - Fisheries
 - Environmental field
 - Law enforcement
 - Fish counters
 - Legal background
 - Sea going duties

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.

This exercise is being conducted to recruit one permanent position and a number of temporary positions. The candidates successful at interview will be ranked on merit with the highest ranked candidate given the option of the permanent post. The next highest ranked candidates will be offered the temporary positions. The remaining candidates will be placed on a reserve list, this list will remain open for a period of twelve months from its creation; should any vacancies occur within this period candidates can be drawn from this list, again in order of merit.

Should a second Permanent Fishery Officer position become available the candidate who was ranked second during the selection process will be offered the permanent position. If this creates a vacancy on the TFO contract the position will be offered to the first reserve candidate.

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 to 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 **1pm on Wednesday 6th March 2019.**