



CANDIDATE INFORMATION BOOKLET

**ASSISTANT SCIENTIFIC OFFICER
Temporary -3 Posts available
(varying durations 4-7 months)**

**Closing date for applications:
3pm Friday 17th May 2019
REF: TASO/19**

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

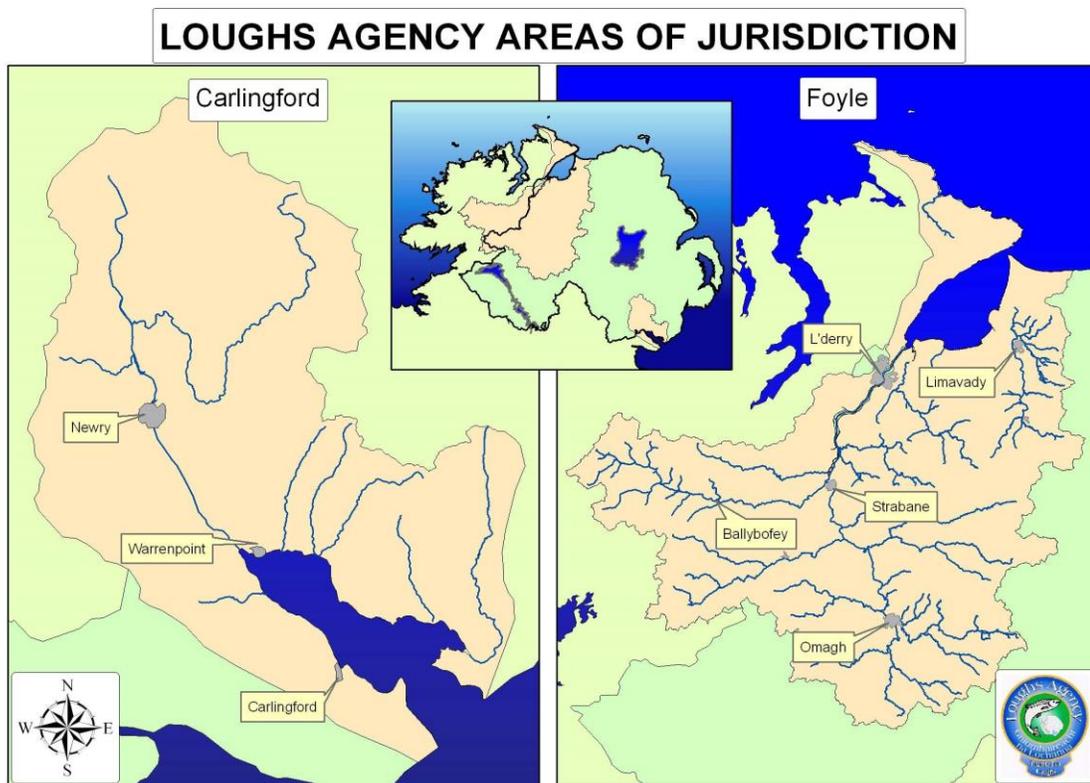
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INTRODUCTION

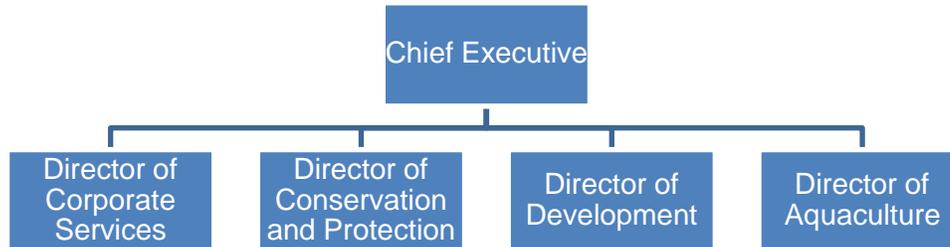
The Loughs Agency was established by the Foyle, Carlingford and Irish Lights Commission (FCILC), a North / South Implementation body, and inherited the functions and responsibilities of the Foyle Fisheries Commission with regard to the conservation, protection, management and improvement of the fisheries 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:	Assistant Scientific Officer
Contract Type/Duration:	FT Temporary, 3 Posts available (Varying Durations: 4-7 months)
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Aquaculture / Conservation & Protection
Location:	Loughs Agency HQ
Grade/Salary:	ASO / £20,692 to £22,739
Responsible to:	Higher Scientific Officer
Hours:	40 Hours per week (to include 1 hour per day unpaid lunch break)

Purpose of the Role

Assistant Scientific Officers are responsible to their designated Higher Scientific Officer for carrying out a range of scientific, monitoring and other duties relating to shellfish stock assessments and shellfish reproductive analysis studies, water quality monitoring or fisheries stock monitoring. The Assistant Scientific Officer may also be required to undertake other duties in other areas of responsibility within the Foyle / Carlingford Areas or adjoining areas as directed by their Higher Scientific Officer or respective Director. The ASO will also deliver reports to the Senior Biologist, the Director of Aquaculture and the CEO of the Loughs Agency when required.

Duties and Responsibilities

The main areas of responsibility may include:

- a. Providing assistance to the Higher Scientific Officer within the fields of marine monitoring, freshwater fisheries and environmental monitoring; to include surveys and laboratory based research. This could include; carrying capacity field and lab work, surveys, bird surveys, habitat surveys, shellfish surveys, water sampling, native oyster surveys, fish surveys, marine mammal surveys, water quality sample laboratory processing, fish dissection, shellfish dissection, plankton enumeration and any other task related to laboratory and field work within the Carrying Capacity project and the Loughs Agency.

- b. Data entry into Geographical Information System (GIS), quality checking of collected data, statistical analysis of collected data.
- c. Transport of researchers, equipment, samples to field sites and to external laboratories.
- d. Maintenance and calibration of water quality monitoring equipment.
- e. Assistance with planning consultations.

In addition the Assistant Scientific Officers will ensure that:-

- a) All Agency property placed in his/her care is properly maintained, and if appropriate serviced in accordance with the manufacturer's instructions.
- b) Keep and maintain proper records, notebooks and compile all necessary reports and submit these promptly to the relevant Higher Scientific Officer.
- c) Keep and submit diaries of duties performed in accordance with instructions issued from time to time.
- d) Health and Safety legislation and rules are complied with.
- e) Equality legislation and rules are complied with.
- f) Office instructions and memoranda are complied with.
- g) Bring to the attention of the Chief Executive or Higher Scientific Officer as appropriate any matters coming to his/her attention, which may adversely affect the fisheries of the Foyle Area / Carlingford Area or the operation of the Agency.
- h) May be required to carry out any other duties that may from time to time reasonably be required within the general level of responsibility for the post.

Key Working Relationships

The Key relationship will be with the Assistant Scientific Officers' respective Higher Scientific Officer for their area of work. The post holder will also liaise with other scientific staff within the Agency and with contracted Agencies, laboratories and their staff such as AFBI and Marine Institute. Other relationships within the Agency will be with Fishery Officers, the Senior Scientific Officer, members of the Senior Management Team and the Designated Officer.

Core Competencies

Seeing the Big Picture

- Gather information from a range of relevant sources inside and outside their Department to inform own work.
- Understand what is required of them in their role, and how this contributes to team and departmental priorities.
- Consider how their own job links with, and impact on, colleagues and others in partner organisations.

Changing and Improving

- Review working practices and come up with ideas to improve the way things are done.
- Learn new procedures, seek to exploit new technologies and help colleagues to do the same.
- Co-operate with and be open to the possibilities of change and consider ways to implement and adapt to change in own work role.
- Be constructive in raising issues with managers about implemented changes and the impact these are having on the service.
- Respond effectively to emergencies.

Making Effective Decisions

- Make and record effective decisions following the appropriate decision making criteria, framework or guidance.
- Ask questions when unsure what to do.
- Undertake appropriate analysis to support decisions or recommendations.
- Investigate and respond to gaps, errors and irregularities in information.
- Speak up to clarify decisions and query those constructively.
- Think through the implications of own decisions before confirming how to approach a problem/issue.

Leading and Communicating

- Put forward their own views in a clear and constructive manner, choosing an appropriate communication method e.g. email / telephone / face to face.
- Act in a fair and respectful way in dealing with others.
- Write clearly in plain, simple language and check work for spelling and grammar, learning from previous inaccuracies.
- Ask open questions to appreciate the point of view of others.

Collaborating and Partnering

- Proactively contribute to the work of the whole team.
- Get to know fellow team members/colleagues and understand their viewpoints and preferences.
- Seek help when needed in order to complete own work effectively.
- Be open to taking on different roles.
- Try to see issues from others' perspectives and check understanding.
- Listen to the views of others and show sensitivity towards others.

Building Capability for All

- Identify own skills, knowledge and behaviour gaps to inform own development plan and discuss these with the line manager.
- Recognise and take time to achieve own learning and development objectives.
- Find ways to learn and personally improve in the completion of day-to-day tasks.
- Improve own performance by taking on board feedback from colleagues from different backgrounds.
- Share learning with team and colleagues; contribute to the team's shared learning and understanding.
- React constructively to development feedback and make changes as a result.

Delivering Value for Money

- Challenge others appropriately where they see wastage.
- Be careful with all types of resource (e.g. money, time, materials, fuel, energy) that they use.
- Keep track of spend and make sure work is approved and signed off as necessary.
- Handle numbers confidently, collate information ensuring accuracy of financial and performance data.
- Maintain recognised financial procedure and practice.

Managing a Quality Service

- Communicate in a way that meets and anticipates the customer's requirement and gives a favourable impression of the NICS.
- Actively seek information from customers to understand their needs and expectations.
- Act to prevent problems, reporting issues where necessary.
- Gain the knowledge needed to follow the relevant legislation, policies, procedures and rules that apply to the job.
- Encourage customers to access relevant information or support that will help them understand and use services more effectively.
- Take ownership of issues, focus on providing the right solution and keep customers and delivery partners up to date with progress.

Delivering at Pace

- Work in an organised manner using own knowledge and expertise to deliver on time and to standard.
- Work with enthusiasm to get the job done.
- Take responsibility for the quality of own work and keep manager informed of how the work is progressing.
- Remain focused on delivery.
- Maintain consistent performance.
- Participate in quality assurance of products or services.

Achieving Outcomes through Delivery Partners

- Understand the relevant terms and conditions, including required deliverables, of relevant contracts.
- Be aware of, and comply with, departmental procurement processes and know when to access appropriate expertise.
- Check suppliers and partners re providing relevant and timely data to support claims and assist with the contract deliver.
- Learn about customers' and suppliers' needs.

PERSONAL SPECIFICATION

Temporary Assistant Scientific Officer

Essential Criteria

- 5 GCSEs (Grade A-C) or equivalent including Mathematics, English Language and one Science subject; and
- 6 Months work experience to include **a minimum of two** of these areas:
 - Fisheries;
 - Laboratory;
 - Fieldwork;
 - Working in the freshwater environment;
 - Electrofishing survey;
 - Working in the marine environment, and
- Must be able to demonstrate the ability to keep and maintain records, note books and compile all necessary reports; 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 - A degree, or working towards a degree in Fishery Science, Environmental Science, Marine Science, Biological Sciences, Environmental Management or another related subject.
- In the second instance – 1 years' work experience to include any, or a combination, of these areas;
 - Fisheries data analysis;
 - Invasive species monitoring;
 - River habitat improvements;
 - Barriers to fish migration survey;
 - Freshwater fish survey netting;
 - Water quality Monitoring;
 - Working on monitoring / research boats in the marine environment;
 - Working on an Aquaculture or Shellfish monitoring projects.

Experience can be gained through work or the completion of 3rd level courses.

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 27th May 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 17th May 2019.**