



Candidate Information Booklet

Fishery Officer (Foyle Area)

**Fixed Term Contract – 2 years
(subject to funding and with a possible extension)**

**Closing date for applications:
1pm Monday 28th June 2021
REF FT/FO/21**

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

CONTENTS

	Page
About Loughs Agency	3
Loughs Agency Structure	5
Job Description	7
Main Areas of Responsibility	7
Competencies	10
Personnel Specification	14
Shortlisting Information	15
Guidance for Making Application	15
Guidance for Interview	17
Additional Information	18

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.

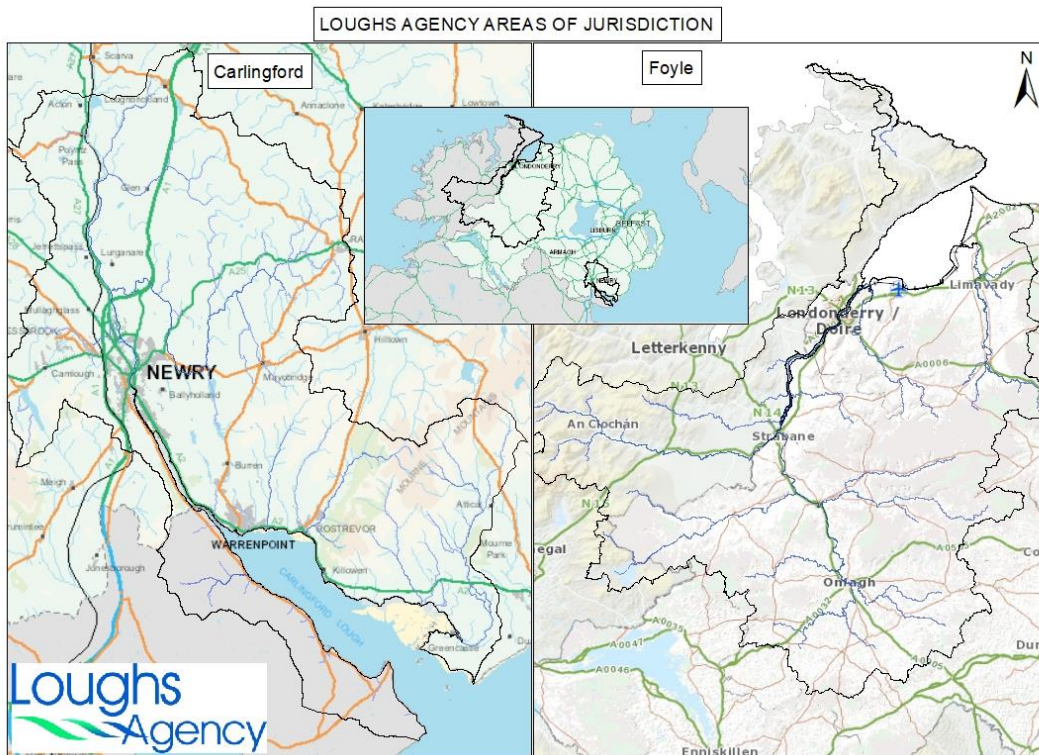
The Board of Loughs Agency reports to the North South Ministerial Council (NSMC) and its government Sponsor Departments – the Department of Agriculture, Environment and Rural Affairs (DAERA) in the North, and the Department of the Environment, Climate and Communications (DECC) in the South. The Agency 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 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.

JOB DESCRIPTION

Job Title:	Fishery Officer
Contract Type:	Full time / Fixed Term
Duration:	2 years (subject to funding and with a possible extension)
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Conservation and Protection
Location:	Foyle (Omagh Area)
Grade/Scale:	FO1 / £27,845 to £28,730 per annum
Responsible to:	Area Fisheries Inspector
Hours:	The normal conditioned hours of work are full-time: 37 hours (excluding meal breaks Monday to Friday).

PURPOSE OF THE ROLE

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.

AREAS OF RESPONSIBILITY

- 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.

The Fishery Officer 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.

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

- 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.

PERSONNEL SPECIFICATION

Fishery Officer

Essential Criteria

Applicants *must* demonstrate that they possess the following criteria, by the closing date for applications:

1. 5 GCSEs (Grade A-C) or equivalent to include Mathematics and English Language; **or**
2. 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

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

1. In the first instance, training or qualifications in fisheries management, environmental field, law enforcement, fish counters or legal background.
2. 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

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 shortlisting 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 July 2021. However this may be 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 competency 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 Carlingford Area 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 **Monday 28th June 2021**.