



## **Candidate Information Booklet**

### **Fishery Officer (Carlingford)**

**Temporary Contract – 6 months  
(subject to funding and with a possible extension)  
2 vacancies**

**Closing date for applications:  
1pm MONDAY 7<sup>th</sup> JUNE 2021  
REF TFO/21**

**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.

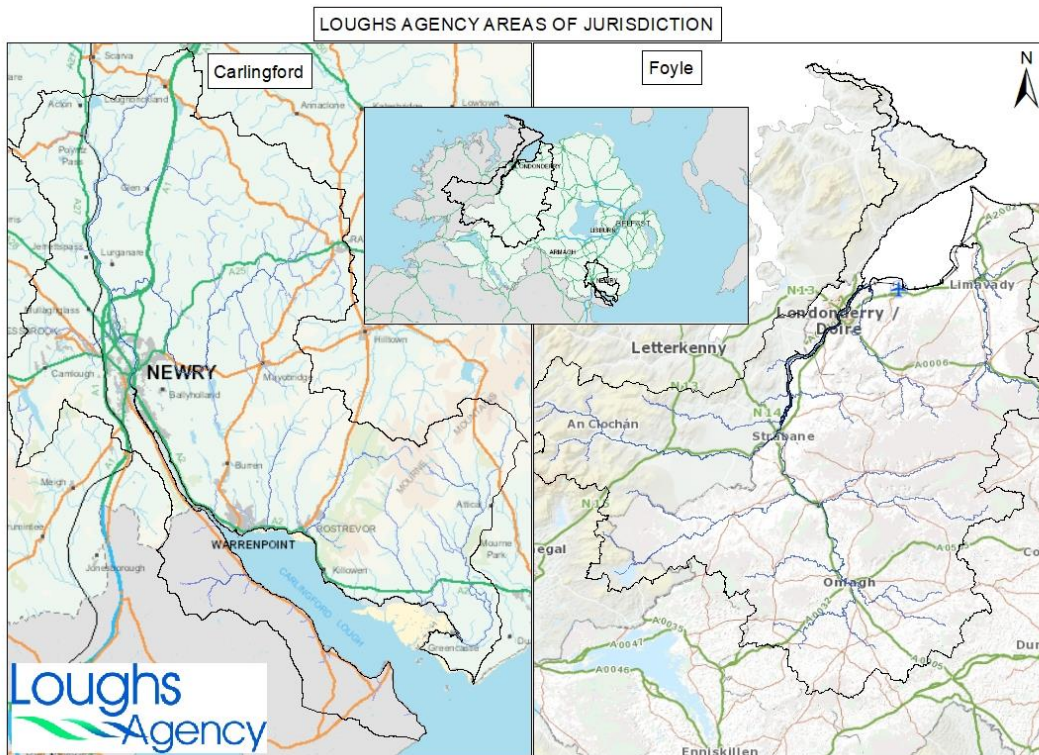
The Board of Loughs Agency reports to the North South Ministerial Council (NSMC) and its government Sponsor Departments – the Department of Agriculture, Environment and Rural Affairs (DAERA) in the North, and the Department of the Environment, Climate and Communications (DECC) in the South. The Agency 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 4,070km<sup>2</sup> of catchment in the Foyle area and 480km<sup>2</sup> 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**

<b>Job Title:</b>	<b>Fishery Officer</b>
<b>Contract Type:</b>	<b>Full time / Temporary</b>
<b>Duration:</b>	<b>6 months (subject to funding and with a possible extension)</b>
<b>Organisation:</b>	<b>Loughs Agency of Foyle, Carlingford and Irish Lights Commission</b>
<b>Directorate:</b>	<b>Conservation and Protection</b>
<b>Location:</b>	<b>Carlingford</b>
<b>Grade/Scale:</b>	<b>Fishery Officer / €25,692 to €39,421 per annum</b>
<b>Responsible to:</b>	<b>Area Fisheries Inspector</b>
<b>Hours:</b>	<b>Your normal hours of duty will be a 39 hour week excluding lunch break. The duties and responsibilities of this post are such that flexible working hours over 24 hours each day and 7 days each week are required.</b>

### **1. PURPOSE OF THE ROLE**

This role is responsible for the protection, management and conservation of the Catchment areas under Loughs Agency remit. Successful candidates will be involved in the front line implementation and enforcement of the provisions of the Fisheries Acts, Water Pollution Acts, Water Framework Directive & other relevant statutory provisions.

The role of Fisheries Officer has 2 main areas of responsibility:

- Fisheries Development
- Fisheries Conservation & Protection

## **2. MAIN JOB ACTIVITIES**

### **Fisheries Development / Maintenance:**

- To assist in the improvement of fish stocks by undertaking appropriate fisheries maintenance and development works, both 'in stream' and riparian works as required;
- To improve the access to the resource by constructing and maintaining access infrastructure;
- To provide assistance to angling festivals and competitions as instructed by your line manager;
- To conduct, support and assist research and survey work and/or assisting research teams in these or similar functions;
- To catch, measure, examine and release fish and assess their health as required;
- To assist with general enquiries from the public;
- To communicate with external bodies, i.e. Clubs, Fishery owners and other statutory agencies;
- To liaise & develop good relationships with relevant stakeholders, i.e. Angling Clubs, Fishermen, Local Authorities, Gardai etc.;
- To undertake / assist Electro-fishing and netting operations;
- To maintain vehicles, RIBs, and surveillance equipment;
- To tow trailers as required;
- To maintain bases (ensuring that bases are kept clean and tidy);

### **Fisheries Protection:**

- Responsible for conducting protection patrols to check for illegal fishing, to include Lakes, Rivers, Sea, Coastal and Estuaries, covering a wide geographical area;



- Responsible for inspecting commercial Salmon & Sea Trout licence holders to ensure legislative compliance;
- Responsible for inspecting recreational anglers for licence and/or permit and inspecting other anglers for compliance with regulations and bye-laws;
- To inspect fish markets and premises;
- To issue Fixed Charge Penalty Notices where appropriate;
- To apprehend offenders, gather evidence, attend proceedings, give evidence, and provide reports for legal advisers & relevant officers.
- Prepare prosecution case files in accordance with the prescribed Prosecution procedure.
- To detect and report pollution, take samples and gather information on water pollution and other environmental damage or activities and liaise with the Environmental Officer as required;
- To support team members in stake-outs as required e.g. at night /early morning;
- 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.

## PERSONNEL SPECIFICATION

### Fishery Officer

#### Essential Criteria

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

- Leaving Certificate or equivalent (or 5 CGSE's grade A-C) 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

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

- 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

## **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](http://www.loughs-agency.org/careers) any queries can be emailed to [careers@loughs-agency.org](mailto: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 1<sup>st</sup> 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 14<sup>th</sup> June 2021.**

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 Carlingford Area, however the successful applicant will also be required to travel within the Foyle 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 7<sup>th</sup> June 2021**.