

Job Class Profile: Fisheries Development Officer**Pay Level: CG-38 Point Band: 848-881**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	2	4	6	5	5	1	3	
Points	280	100	13	19	180	108	103	21	32	856

JOB SUMMARY

The Fisheries Development Officer is responsible technical work in initiating, planning and implementing fishery development projects in a region. Work includes identifying and co-ordinating fishery development activities in the harvesting, processing and marketing sectors.

Key and Periodic Activities:

- Reviews and evaluates development proposals submitted by the fishing industry (harvestors and processors); research and development institutions; fisheries organizations; community groups; development associations and corporate entities involved in the harvesting, processing or marketing of fish products in the province.
- Assists applicants to refine or clarify their proposal before completing the review. Completes research related to proposed projects to determine project's competition, industry requirement and market potential. Obtains input from departmental staff, other government departments and identified funding agencies regarding their views on the merits of a project and any possible concerns.
- Prepares written recommendations to approve or reject a proposal and submits to Management Committee for approval.
- Prepares contracts for approved projects in conjunction with other departmental staff. Manages external generated projects to ensure that the objectives of the program are achieved and all contract requirements are met.
- Conducts site visits and in-plant monitoring of processing techniques and methods.
- Plans and undertakes management of assigned projects including budgets; prepares invitation to tender documents; public Request for Proposals and subsequent Terms of Reference and contractual requirements; compiles analytical and technical reports on project results; and completes monthly project updates.
- Conducts research to identify fisheries development opportunities which may have regional or province-wide benefits; initiates development opportunities which have been identified in consultation with industry; plans and prepares research and development proposals for in-house activity.
- Provides on-going advice and guidance to the fishing industry; community groups; learning institutions; zonal boards and other stakeholder groups on fisheries development related

Key and Periodic Activities:

- matters and program eligibility.
- Represents the department on internal and external committees.
- Promotes the Fisheries Technology and New Opportunities Program (FTNOP) to various stakeholder groups.
- Prepares draft departmental briefing notes and materials on regional project activities, progress and results.

SKILL**Knowledge****General and Specific Knowledge:**

- Fishing industry
- Fishery development opportunities

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree with course work in Fisheries Resource Management

Years of Experience:

- Minimum: 2 - 3 years

Competencies:

Written and verbal communication skills; analytical and assessment skills; organizational, planning and research skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information, providing expert advice and gaining the cooperation of others is used to assess development proposals and during project implementation to obtain updates and identify any issues that may have arisen.
- May be required to make formal presentations to groups and promote services.
- Communications occur with employees/peers/manager, other government representatives, executives, professional associations and advisors.
- Most significant contacts are: customers/clients/general public (to discuss proposals, on-going projects and answering enquiries); employees within immediate work area (day-to-day input to assist implementing work plan, input on proposals and program implementation); employees within department (to obtain input regarding proposals and other fisheries related questions).

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Majority of work is performed in an office environment using a computer and sitting for extended periods of time.
- Fine finger and precision work is required when assessing proposals, conducting research

<p>and preparing briefing notes and reports.</p> <ul style="list-style-type: none"> — Occasionally required to drive to make formal presentations, meet with clients and conduct site visits.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required for reviewing written applications/proposals and general computerized work. — Auditory concentration is necessary when communicating with individuals by phone or in person to answer enquiries and obtain information on project proposals. — Activities such as daily computer use can be repetitious and require alertness. — Time pressures and deadlines are experienced when performing assessments on development proposals which must be submitted to committee level for review. Drafting of contracts must be completed in a timely manner for applicants. — General computer use requires eye/hand coordination. — Evaluating development proposals requires exact results and precision.
Complexity
<ul style="list-style-type: none"> — Tasks and activities are typically repetitive/well defined, however occasionally they are different and unrelated. Development proposals can be very diverse and requires knowledge of various activities within the region. — The most challenging problem/issue is determining eligibility funding for applications under the Fisheries Technology and New Opportunities Program (FTNOP). An analysis is required to determine the merit, cost and benefits of the project. — As a result of this analysis, recommendations are made for approval/rejection of the application. — Required to keep abreast of trends and developments in the fishing industry. — Challenges/problems/issues can be addressed by following procedures and/or guidelines or solutions may be provided in a team setting. — Reference material available includes policies and procedure manuals, other staff and Director.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are generally prescribed or controlled. — Provides direction to program applicants regarding program eligibility and manages assigned projects to ensure proponents follow contract guidelines. — Terms of Reference and Request for Proposals, approved project contracts, project assessment, rejection and approval letters, office expenditures, travel, and leave must be approved by supervisor. — Employees must exercise discretion when dealing with confidential information relating to an applicant's project information and business operation. — Provides advice on merits of development proposals.
Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with clients and general public. Responsible for assessing proposals to determine program eligibility in a fair and timely manner and upon approval, prepares appropriate contract. Project monitoring responsibilities involve reviewing claims and submitting payment request memos.
- Resources affected include information, finances and corporate image.
- The consequences of a mistake or error can have a moderate impact on the above noted people and resources. An error in a contract or payment request memo could result in a proponent being overpaid.
- Written correspondence, contracts or approvals are reviewed by the Director or other staff prior to release. Therefore, the risk or consequences of an error is mitigated by this review.

Development and Leadership of Others

- There is no supervision of staff.
- May provide occasional advice and/or guidance to new employees, student employees, temporary employees, etc.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment such as hard hats, boots and ear plugs are required when conducting site visits.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all health and safety regulations are followed.
- Occasionally, there is exposure to unusual/distracting noise, fumes, odours, wet or slippery surfaces, physical dangers, heavy machinery, travel and adverse weather as a result of conducting site visits.