

Job Class Profile: Fisheries Licensing Administrator

Pay Level: CG-29 **Point Band:** 622-675

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	3	4	4	1	1	
Points	233	67	13	19	90	87	83	21	11	624

JOB SUMMARY

The Fisheries Licensing Administrator processes licence applications, amendments and renewals for Aquaculture or fish processing facilities, applies the legislation, regulations and related policies pertaining to licensing issues; co-ordinates field staff activities related to licensing and referrals; maintains a computerized database and licensing system; prepares reports for Aquaculture licensing committee or Fish Processing Licensing Board meetings; reviews, analyzes and recommends new/amended licensing policies, procedures and guidelines.

Key and Periodic Activities:

- Responsible for the full range of licensing of all Aquaculture facilities in the province. Manages and operates the licensing program to expedite the processing of aquaculture license applications, license amendments, renewals, and species transfer requests.
- Implements, monitors and maintains a comprehensive licensing program to regulate the buying, handling, transportation, processing and marketing of fish and fish products within the province in addition to the processing of license applications and appeals made to the Fish Processing Licensing Board.
- Interprets and applies the Aquaculture Act and Regulations and policies as they pertain to licensing as well as relative Acts and Regulations of Federal and other Provincial Government departments. Ensures that all legal requirements are met before issuing an aquaculture license, following Ministerial approval. Ensures all site positions and layout approvals meet departmental policy requirements and the requirements of other agencies such as Transport Canada
- Coordinates the application process on behalf of the applicant through extensive liaison with the applicant, regional field and head office staff; up to 23 federal and provincial regulatory agencies; the aquaculture industry general public and water and area interest groups.
- Operates and maintains the Aquaculture Licensing Information System or the Plant Licensing and Notification Tracking System.
- Prepares case summaries, highlights contentious issues, makes a recommendation and presents it to the Aquaculture Licensing Committee for review and recommendation to the Minister.
- Collects and controls licensing fee revenues in addition to the collection and dispensing of

Key and Periodic Activities:

- statistical data on the industry.
- Prepares Ministerial letters and written responses on all enquiries concerning licensing matters.
- Supervises, coordinates and reviews staff activities related to licensing. Ensures procedures and guidelines are implemented.
- Participates as a departmental representative at federal and provincial meetings.
- Monitors the activity of the sector through liaison/contact with the industry owners/managers and inspection staff and other agencies.
- Participates in public relations by giving presentations at educational institutions and to the industry.

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

- Knowledge of Acts and regulation pertaining to the industry and licensing processes. (i.e. Aquaculture Act and Regulations, Fish Inspection Act, Fish Processing Licensing Board Act.)
- Knowledge of computer applications for licensing administration, databases, geographic information, information management and general administration.
- Knowledge of licensing procedures, processes and policies.
- Knowledge of aquaculture industry.
- Knowledge of the fish processing sector in the province.

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Aquaculture or 3 year Diploma in Business Administration.

Years of Experience:

Minimum: 3-4 years related to the aquaculture or fishing processing sectors.

Competencies:

- Strong computer skills especially database management, GIS and information management.
- Presentation skills.
- Ability to liaise with staff and industry stakeholders.
- Communication skills.
- Strong organizational skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions to gather information, providing information, gaining the cooperation of others to complete work or solve problems, making formal presentations and communicating complex information to others and dealing with angry or upset people in person and over the phone.
- Communication occurs with co-workers in the immediate work area, employees within the

department, manager, clients, general public, federal government officials, municipal government representatives and industry stakeholders.

- Most significant contacts are co-workers, and Managers to review situations, facilitate the licensing process; clients and the general public regarding licensing matters and: municipal, provincial or Federal departments/representatives regarding licensing proposals to ensure requirements are met and/or to supply information.

EFFORT

Physical Effort

- The demands of the job rarely cause considerable fatigue, requiring periods of rest.
- Occasionally required to lift boxes of files weighing up to 25 lbs.
- A majority of the time is spent sitting at a desk using a computer and phone.
- Occasionally involves driving where sitting is required.

Concentration

- **Visual** concentration is constantly required while when using the computer and inputting data, registering applications, mapping and creating spreadsheets, reviewing data for accuracy.
- Activities such as reviewing reports, entering data can be **repetitious** and require alertness to avoid error.
- There are some **time pressures/deadlines and interruptions**. For example, when responding to requests for information from the Minister's Office and providing timely responses to queries and correspondence.
- **Exact results and precision** are required in registering applications, creating maps and producing statistical reports/data.

Complexity

- A series of well defined tasks that are similar and related in terms of the skills and knowledge used to implement a comprehensive fisheries licensing program.
- Regularly tasks are repetitive and well defined and/or different but related requiring similar skills and knowledge and for which a limited number of guidelines or procedures and solutions exist; Problems must be defined and practical solutions found.
- Challenges can usually be addressed by following regulations, policies, procedures or guidelines. Creative problem definition and analysis and development of complex solutions are not the norm.
- Typical challenge includes coordinating the application process on behalf of the applicant through extensive liaison with the applicant, regional field and head office staff and up to 23 federal and provincial regulatory agencies.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled.
- Discretion and judgement are used daily to make decisions regarding the processing, review

and registration of applications, best practices for the collection of data and dissemination of information.
— Approval is required to issue or amend licenses, amend policy or procedure manuals, purchase, travel and attend training.
Impact
<ul style="list-style-type: none"> — Works independently daily receiving direction as required on issues not identified in operations manual. — Impacts are felt internally within the immediate work area and department, as well as externally within industry, fish buyers and processors. Results have some impact on processes and systems, information, finances, facilities, and corporate image. — Provides input into operational policies and procedures manuals, provide information on legislative requirements to industry clients.
Development and Leadership of Others
— There is no supervision of staff but may provide advice and guidance to new staff on policies and procedures.

WORKING CONDITIONS

Environmental Working Conditions
— Typically no adverse environmental working conditions.