

Job Class Profile: Fisheries Resource Planning Supervisor**Pay Level: CG-41 Point Band: 950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	2	4	7	6	5	3	1	
Points	327	100	13	19	210	130	103	64	11	977

JOB SUMMARY

The Fishery Resource Planning Supervisor performs professional resource management work in the planning and management of short and long term programs and policies for the provincial fishing sector. Work involves assessing and identifying development opportunities within the fishing sector and preparing specific programs and policy proposals relating to fisheries resource management.

Key and Periodic Activities:

- Plans and manages short and long term planning of comprehensive fisheries resource management programs and policy proposals by applying appropriate planning methodologies to ensure that overall departmental goals and objectives are achieved.
- Responsible for the planning, development implementation and management of the department's Market Development Program and the marketing elements of various cost shared agreements.
- Assists with the coordination of activities of other employees with the Section and provides supervision to business students.
- Identifies, assesses and approves resource development opportunities and actively manages the program and budget for departmental programs and cost shared agreements.
- Participates as a senior advisor or delegate at Provincial, Federal and International meetings and conferences on fisheries resource management issues to ensure that the Province's policy position is effectively communicated.
- Studies and evaluates the scientific advice provided by the Federal Government and gives advice on the status of the resource and the need to develop or control harvesting technology to access the fishery.
- Plans and directs the preparation of detailed position papers on various fisheries resource management issues and recommends appropriate policy and program action to senior personnel; oversees the development and the maintenance of a detailed statistical data base of stock abundance and of harvesting activities and effectiveness.
- Maintains interdepartmental and industry wide dialogue and communication on fisheries resource management issues.
- Provides advice and assistance to new and existing processors through identification of market opportunities, development and/or review of marketing plans and market access strategies.

Key and Periodic Activities:

- Provides advice, information and assistance in the planning and implementation of various resource management projects to ensure effective program delivery.

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

- Knowledge of trends and development in the fishing industry
- Knowledge of Federal and Provincial Legislation & Regulations
- Knowledge of international trade, diversification, provincial cultural and rural issues
- Knowledge of the province's seafood sector and international seafood markets

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business, Economics, Political Science or related field

Years of Experience:

- Minimum: 3 - 4 years

Competencies:

- Analytical, organization, presentation, facilitation, research, supervisory, written and verbal communication skills.

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, providing routine and specialized information and direction, promoting ideas, training, gaining the cooperation of others and providing advice when planning, organizing and executing participation by government/industry at various national/international trade events and coordinating trade missions related to fisheries development and investment. May facilitate meetings and conduct formal interviews.
- Communication occurs with employees within department, employees in other provincial and federal government departments, manager, departmental executive, processors and other industry stakeholders.
- Most significant contacts are: Executive (to discuss management and monitoring of specific programs under cost shared agreements); Director (to review progress and discuss development of policies and procedures); and federal/provincial/international counterparts and industry stakeholders (to discuss management of specific projects).

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift or move objects less than 10 lbs.
- Required to travel to other parts of the province on an occasional basis to attend meetings.
- Majority of work involves using a computer and sitting at a desk for extended periods of time, therefore, fine finger and precision work is a requirement.

Concentration

- **Visual** concentration is exercised by constant reading, analyzing, and writing documents.
- **Auditory** concentration is exercised by discussing and communicating information to appropriate executive and industry stakeholders.
- **Time pressures and deadlines** are experienced when managing cost shared agreements; managing projects to ensure the objectives are achieved according to financial and managerial specifications and program strategy; and analyzing and/or amending prospective development projects.
- Development of documents using a variety of software applications requires **eye/hand coordination**.
- Analysis of work performed to meet commitments identified in cost shared agreements as well as correspondence prepared on behalf of executive requires **exact results and precision**.

Complexity

- Tasks range from repetitive/well defined to different and unrelated requiring the use of a broad range of skills and a diversity of knowledge. Such activities consist of coordinating marketing activities; preparing position papers on overall fishery development issues; and assessing the status of various aspects of development proposals and developing policies to enhance its development and efficiency.
- Required to keep abreast of trends and developments in the fishing industry, particularly relating to world markets for available species to determine the focus of market development programs.
- Challenges/problems/issues that typically revolve around the requirement for review of existing and proposed development projects submitted by departmental officials, industry and other agencies. Work requires assessing effectiveness, practicality, timeliness, cost, consistency with departmental objectives and policies and compatibility with existing programs.
- Reference material available includes policies, legislation, regulations, as well as conversing with staff within and outside the organization.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- Class can organize, delegate, assign and coordinate work and make recommendations on policy and development proposals and ensures the province's policy position is effectively communicated when participating in meetings.
- Overtime, development of departmental positions and reports, travel and purchasing require supervisory approval.
- Acts independently and must exercise a high degree of discretion and judgement when preparing detailed position papers on development issues and making recommendations. Discretion must be exercised when representing the department at provincial/national and international meetings and conferences.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with industry, clients and the general public. Resources affected include information, processes and systems and corporate image (approval of development proposals and resource based policy development).
- The consequences of a mistake or error can have a moderate impact on the above-noted people and resources if information provided is inaccurate and used for decision-making. The risk or consequences of an error is mitigated by a process of review undertaken by the department prior to release of documents. Unless a document has been tabled in the House of Assembly or released publicly, resolution could in most cases, be effected within a week.

Development and Leadership of Others

- Performs a coordination role in assigning activities to section staff and business students.
- Provides
- Provides on-the-job advice/guidance, direction, feedback, mentoring, orientation, on-the-job-training, delegating/allocating tasks, providing input about staffing and recruitment, organizing and coordinating other colleagues and reviewing work.

WORKING CONDITIONS**Environmental Working Conditions**

- Work is performed in an office environment with no typical adverse environmental conditions.