

Job Class Profile: Fishing Industry Planning Supervisor**Pay Level: CG-42 Point Band: 994-1037**

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	4	1	
Points	327	100	13	19	210	130	103	86	11	999

JOB SUMMARY

The Fishing Industry Planning Supervisor is responsible for the preparation of detailed position papers on overall fishing development issues and makes recommendations which contribute to the development of the province's fishing industry. Work also includes managing and directing the development of the Department's Strategic Planning process as well as the development of Annual Reports in order to meet provincial government legislative requirements.

Key and Periodic Activities:

- Undertakes initiatives aimed at assessing the present state of the province's fishing industry and develops plans and policies to enhance its development and efficiency.
- Prepares position papers on overall fishery development issues which may have ongoing planning implications and makes appropriate recommendations through consideration of all aspects of the fishery.
- Serves as the departmental representative on the Innu lands Claims Negotiation.
- Manages and directs the development of the Department's Strategic Plan and ensures it is tabled within legislated timeline. Researches, collects and presents information and research results to senior executive and management; manages and directs the development and completion of environmental scans and information packages for senior staff; and leads meetings to facilitate development of issues, goals and objectives, mission statement and indicators.
- Manages, directs and participates in the development of the department's Annual Report and ensures it is tabled within required timeline. Analyzes information, and evaluates ongoing departmental work relating to issues, objectives and indicators to determine if commitments are met.
- Works with Deputy Minister in the development of Deputy's Performance Contract and prepares draft semi-annual and annual Performance Contract Reports. Responds to questions from Cabinet Secretariat and ensures deadlines are met.
- Reviews work plans, correspondence, news releases and departmental documents and discusses with executive and senior management in an effort to keep informed and up-to-date on work being done to meet departmental commitments. Ensures commitments are tracked and updated in a departmental database on a regular basis.

Key and Periodic Activities:

- Oversees the completion of quarterly work plans for each Branch and employee.
- Directs and provides guidance in the collection and analysis of information related to the development of Entity Plans and Entity Reports that fall within the Minister's responsibility.
- Develops and implements work plans for departmental staff; performs as lead person in ensuring all staff complete Learning and Development Plans, Departmental Organizational Review and tracking and analysis of departmental vacancies.
- Prepares information, decision and budget notes as well as Cabinet Papers for senior executive as required.
- Serves on various committees.
- Supervises Policy, Planning and Research Analyst.
- Directs the completion of various reports, (i.e. HR Accountability Report).

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

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 occur on a regular basis when facilitating the development of work plans and other key activities. Promoting the strategic plan and annual report is an on-going requirement. May facilitate meetings and conduct formal interviews.
- Communication occurs with coworkers within the department, senior management, departmental executive, Cabinet Secretariat, and employees within other government departments.
- Most significant contacts are: Deputy Minister (to discuss and develop performance contract, review strategic directions, annual reports, development of strategic plan, discuss special projects); Assistance Deputy Minister, Policy and Planning (to review strategic directions, annual report, development of strategic plan, work plans, commitments data base); and Assistant Deputy Minister, Marketing and Development and Assistant Deputy Minister, Aquaculture, (to discuss requirements of Deputy Minister's contract, commitments data base,

work plans' updates on Branch initiatives).

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. and communicating information.
- **Auditory** concentration is exercised through discussing and communicating information.
- Activities such as reviewing and modifying departmental work plans, draft versions of the Strategic Plan and Annual Report can be **repetitious** and require alertness.
- **Time pressures and deadlines** are experienced when developing a variety of plans, reports and contracts due to strict deadlines imposed by Legislation, Cabinet Secretariat and Transparency and Accountability Act.
- Development of documents using a variety of software applications requires **eye/hand coordination**.
- Analysis of work performed to meet commitments identified in the department's Strategic Plan and reported in the Annual Report 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 the development and facilitation of the Department's Strategic Planning process; preparing position papers on overall fishery development issues; and assessing the status of various aspects of the fishing industry and developing plans and policies to enhance its development and efficiency.
- Required to keep abreast of trends and developments in the fishing industry in order to provide advice and recommendations on proposed amendments to legislation and any impacts resulting from changes or other activities occurring within the industry.
- Challenges/problems/issues that typically occur revolve around the requirement to obtain particular information from staff, especially when asked to give priority to the information being sought. These challenges/problems/issues can be addressed by establishing cooperative relationships with senior staff throughout the department.
- Reference material available includes policies, legislation, regulations, as well as conversing with staff within and outside the organization.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are somewhat prescribed or controlled. — Can organize, delegate, assign and supervise work and make recommendations on planning implications and ensure 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 overall fishing development issues and making recommendations. Discretion must be exercised when outlining work accomplished by the department and how that work meets or does not meet the commitments as set out in the Strategic Plan.
Impact
<ul style="list-style-type: none"> — Impacts are felt internally within the immediate work area/department/government as well as externally with industry and the general public. Resources affected include human resources (Strategic Plan showcases the department as a potential employer), information and corporate image (Strategic Plan provides information on the issues and business of the fishery and aquaculture industries). — 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
<ul style="list-style-type: none"> — Typically responsible for supervision for a small size work group of employees (1 to 4 employees). — Provides on-the-job advice/guidance, direction, feedback, input into performance assessments, orientation, on-the-job-training, building morale and employee relations, delegating/allocating tasks, providing input about staffing and recruitment, organizing and coordinating other colleagues and reviewing work.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Work is performed in an office environment with no typical adverse environmental conditions.