

**Job Class Profile:**                      **Resource Policy and Development Officer (Fisheries)**

**Pay Level:**                                  **CG-37**                                  **Point Band:**                                  **814-847**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	2	3	6	5	5	1	2	
Points	280	83	13	14	180	108	103	21	21	823

## JOB SUMMARY

The Resource Policy and Development Officer provides advice with regards to commercial fishery resource issues, studies the resource from a biological perspective, and evaluates and plans program activities to support the province's fishing industry.

### Key and Periodic Activities

- Develops, coordinates, and manages projects related to the Department's cod recovery strategy. Projects include pursuing partnerships with the Department of Fisheries and Oceans, Memorial University of Newfoundland, and the fishing industry.
- Prepares for and represents the department on issues relating to fisheries science and management by attending meetings and participating on government/industry working groups and committees. Provides regular updates on the outcome of these activities.
- Reviews fisheries research documents, stock advisory reports, policies, and management plans and provides advice to the divisional director on implications for the commercial fishery in the province.
- Provides scientific advice in relation to fisheries development projects funded by the department.
- Provides assistance to the Divisional Director in developing positions in relation to national and international fishery issues, particularly in respect to the Northwest Atlantic Fisheries Organization (NAFO).
- Sits on the departmental website committee.
- Responds to requests for information from the public regarding commercial fisheries information and resource issues.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- In-depth knowledge of fisheries science and changing trends in commercial fish stocks.

#### Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Biology or Fisheries Science or Fisheries Management.

#### Years of Experience:

- Minimum: 3-4 years experience.

#### **Competencies:**

- Strong analytical, research, evaluative skills as well as oral and written communication skills.
- Presentation skills.
- Project management skills.
- Ability to write and edit reports including briefing notes, letters, fact sheets, presentations, etc.
- Computer skills including Word, Excel, Power Point, Adobe.

#### **Interpersonal Skills**

- A range of interpersonal skills are used including listening to others to gain information, asking questions to gain information, providing routine information to others, communicating complex information and direction to others, gaining the cooperation of others to complete work/solve problems and dealing with angry/upset people face-to-face. Skills are utilized in such activities as attending meetings, conferences and seminars to gather information and to share information with others; asking questions and performing research to gather relevant information which is then utilized to create reports or for presentation; coordinating the cod recovery strategy which requires ongoing and varied communications with industry/organizations/other government departments and communicating with the public regarding fisheries issues and requests for information.
- Communications occur with employees within the immediate work area, department, other departments and outside the organization and include supervisors, managers, industry representatives, Federal government representatives and members of the general public.
- The most significant contacts are with the divisional director, staff within the immediate work area, and (3) Federal government representatives.

### **EFFORT**

#### **Physical Effort**

- The demands of the job do not result in fatigue, requiring periods of rest.
- There is an occasional requirement to lift objects less than 10 lbs.
- The majority of work tasks involve computer work which requires constant sitting and fine finger/precision work.
- Occasionally required to drive to visit project sites.

#### **Concentration**

- **Visual concentration** is required for reading and writing reports using a computer, recording and interpreting information correctly in meetings to relay onto management.
- **Auditory concentration** is required to actively participate on government/industry working groups and committees.
- **Time pressures and deadlines** exist for information such as reports and occasions when more than one task must be completed with one deadline.
- **Exact results and precision work** is required when providing scientific advice to management and when coordinating and managing projects.

#### **Complexity**

- Work tasks are most frequently different but related involving a wide variety of responsibilities and situations requiring a broad range of skills and knowledge. Tasks can have strategic and policy significance.
- Problems/challenges typically require creative problem definition and the development of complex solutions as work involves the provision of advice regarding commercial fishery resource issues and evaluating program activities to support the fishing industry. Provides scientific advice in relation to fisheries development projects.
- Typical challenges/problems involve responding to a broad variety of requests for information from management, co-workers, and the general public when the information is not readily available.
- When addressing typical challenges or problems several references are available including the federal government, associations' websites and staff, guidebooks, information from co-workers in the department, and regulations and acts.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks are moderately prescribed or controlled. Officers are provided with general direction and can communicate issues with the Director on a daily basis. Job requirements are more advisory in nature than final decision making. Final work is reviewed by the director and/or the Assistant Deputy Minister.
- Officers can attend meetings, provide uncomplicated information within the department and to other departments, and discuss some relevant issues.
- Supervisory approval is required for travel, expense claims, the release of briefing notes and information, and on final policy development.
- Discretion is exercised within predetermined limits and procedures when attending meetings. Discretion must be used when voicing opinions regarding the presentation of scientific information.
- Discretion in interpreting directions and applying guidelines is required when evaluating scientific assessments and information and when developing policies or guidelines. Deals with confidential information which must be handled by applying proper guidelines and policies.

### Impact

- Generally has impact within the department and organization, outside the organization, clients/public, on information, finances, materials, and corporate image. The most significant impact is on the immediate work area and department with moderate impact on the organization and clients.
- Examples of impact of work include the coordination of projects related to the department's cod recovery strategy which involves the distribution of grants; in the writing of information regarding the department's activities that is then distributed to the public; in research and response to requests for information from within the organization and the public.
- Examples of impact of error: incorrect recording or paying the wrong amount for an approved project under the cod recovery strategy, will impact finances and the proponent, or if incorrect information is provided, it may negatively impact policy development/implementation and decision making.

- Resolution of errors normally occurs within 24 hours of problem identification. Final work is reviewed by the Director or Assistant Deputy Minister and mistakes are normally located and solved internally and in a timely manner.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Project lead role. Develops, coordinates, and manages projects related to the department's cod recovery strategy.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is no requirement for safety precautions or equipment.
- There is no likelihood of minor cuts, bruises, abrasions, injury, or illness causing disability
- Occasional exposure to computer glare and required to travel to meetings and conferences.