

North West Inshore Fisheries and Conservation Authority

Job Description

Job title: Chief Executive Officer

Location: NWIFCA, Carnforth, Morecambe

Reports to: Chair of the Authority

Grade:

Key Roles:

The Chief Executive Officer (“CEO”) is the head of the paid service at NWIFCA and leads a team of dedicated fishery and scientific officers totalling 21 in number. The CEO is to realise and deliver the vision of the Authority as laid out in the annual plan and related policy documents. A key leadership role is accepting ultimate responsibility for the delivery of key success criteria and outputs including:

- the enforcement of UK fishing legislation post Brexit as it relates to the statutory function of NWIFCA including the formulation and implementation of local fisheries byelaws, responsibility for the maintenance of Marine Protected Areas in partnership with other agencies and adherence to UK environmental legislation
- Safeguarding the local marine environment by ensuring that sea fisheries resources are only exploited in a sustainable way as prescribed by MACCA 2009 and the 2010 Statutory Order
- To proactively manage the Authority annual budget of circa £1.3 million plus the capital reserve of circa £1 million.
- To exercise leadership in ensuring that the budget is managed effectively in accordance with best practice and that work streams are delivered on time and to budget
- The CEO is employed by, and is directly accountable to, the Authority. The Authority determines the overall policy context within which the CEO and officers operate. The CEO reports directly to, and is managed by, the Chair of the Authority.

Duties and Responsibilities

1. To work collaboratively with the Chair of the Authority and ensure that he/she receives regular briefings on matters which have the potential to affect the strategic well-being of the Authority. Similarly, to work collaboratively with the chairs of the Authority’s sub-committees and ensure that they are briefed prior to scheduled meetings.
2. To inspire and lead all Authority’s Officers and to empower fellow senior officers to deliver their stated management responsibilities.
3. To be the Authority’s Financial Responsible Officer per S.151 of the Local Government Act 1972 and ensure that other legal and administrative responsibilities of the Authority are properly discharged.
4. To be accountable for the formulation, implementation and enforcement of local fisheries’ byelaws and ensure that appropriate management measures are in place to give effect to UK Marine Protected Areas.

5. To be accountable for the formulation and implementation of the Authority's fisheries enforcement programme and conservation management plans.
6. To be accountable for the development and delivery of the Authority's annual plan and related performance reports, both internal and external.
7. To be proactive in ensuring that all matters affecting the Authority and its sub-committees are reported to the joint committee of the Authority in a timely fashion, together with all necessary supporting evidence including, scientific, technical and legal advice in order to facilitate lawful and informed decision making.
8. To be accountable for the implementation of the Authority's Health & Safety policy and ensure that it promotes a positive culture of safe working practices on the part of all Authority employees. To ensure that the policy and related risk assessments are regularly reviewed and updated in line with statutory requirements and changes in working practices.
9. To be accountable for the implementation and promotion of the Authority's Equality and Diversity policy.
10. To be accountable for the formulation, promotion and adoption the Authority's research and survey programme and to ensure that there is appropriate forward planning and that work streams are appropriately resourced.
11. To participate in the annual appraisal and training review and to conduct the reviews of senior officers who report directly to the CEO.
12. To represent and be an advocate for the Authority in discussions and negotiations with Ministers, Government departments and Agencies concerning proposed fishery and environmental legislation. To ensure that the voice of the Authority is heard when communicating local issues and concerns to policy makers.
13. To foster and promote a positive and productive relationship with the diverse range of stakeholder groups who comprise the coastal community.
14. To promote and facilitate joint working initiatives with both regional and national partners who share our vision for a sustainable coastal and marine environment.
15. To be accountable for the Authority's publication scheme and the discharge of our GDPR obligations.
16. To be accountable for the seaworthiness and safe operation of the Authority's vessels, ensuring that they are fit for purpose from the perspective of design, technology, maintenance, and crewing.