

**Job Description****Post:** Senior Fisheries Standard Officer**Department/Region:**  
Science & Standards / Fisheries**Location:** London, UK**Purpose of post:**

To support the Fisheries Standard team, who develop and implement the MSC's Fisheries Standard and Fisheries Certification Process.

To help ensure the smooth running of the team's operations, promote connectivity and collaboration, and support the team in the development of policy and process.

Line Relationships		Key Work Relationships		Authority Limits
<b>Responsible to:</b>  Head of Fisheries Standard, Accessibility  <b>Responsible for:</b>  None		<b>Internal:</b> <ul style="list-style-type: none"><li>Fisheries Standards team</li><li>Science &amp; Standards department</li><li>Fisheries Outreach colleagues</li></ul> <b>External:</b> <ul style="list-style-type: none"><li>Guests and collaborators</li></ul>		<ul style="list-style-type: none"><li>Level 3 post</li><li>Financial delegations in accordance with Financial Handbook</li></ul>
Contractual Terms (UK)		Benefits (UK)		
<b>Contract type:</b>	18 months fixed term contract	<b>Annual leave:</b>	25 days	
<b>Probation:</b>	6 months	<b>Pension:</b>	Tier 1 (3% contribution from employer & 5% employee) from day 1. On successful completion of probation, Tier 2 (9% employer & 6% employee); choice of salary sacrifice	
<b>Notice:</b>	2 months	<b>Other benefits:</b>	4x death in service insurance	
<b>Working hours:</b>	35 per week	<b>Working time</b>	Monday – Friday; 09:00 – 17:00	
The MSC supports flexible working, so the pattern of hours may vary according to operational and personal needs. The MSC works across different time zones so evening or weekend work and/or some international travel and overnight stays may be required occasionally. No overtime is payable, however under certain circumstances time off in lieu may be granted.				

## Key Responsibilities

### Fisheries Standard team operations

- Provide administrative support for the team's day-to-day functions, including management of calendars, coordination of team meetings, record keeping, reporting and document management
- Provide logistical support for external training and engagement activities, including the planning of overseas events and travel

### Communications and query management

- Provide administrative support to facilitate communications both within the team and externally via a query management process
- Administer the team's SharePoint site, and facilitate the provision of content for the global website
- Support the team in its use of IT systems, including its transition to using new software

### Supporting the development of policy and process

- Provide administrative support to facilitate policy development activities, including arrangements for stakeholder consultations, steering group meetings, document management, and online publications
- Support the monitoring and oversight of Quality Management System (QMS) procedures relating to the team's operations.

### Note

No job description can be entirely comprehensive and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with the MSC's Equality & Diversity and Health & Safety policies.

## Person Specification

### Required Attributes

<b>Technical Skills, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• University degree or equivalent experience in a subject related to fisheries or marine science would be an advantage.</li><li>• Previous experience in a relevant administration role.</li><li>• An understanding of market-based certification schemes will be an advantage.</li><li>• Well-developed IT skills, including use of standard software packages (MS SharePoint, Word, Excel, PowerPoint, Teams, Outlook and Adobe Acrobat).</li></ul>
<b>Stakeholder Oriented</b>	<ul style="list-style-type: none"><li>• Strong focus on delivery of excellent customer service to internal stakeholders.</li><li>• Evidence of ability to cultivate and manage relationships with colleagues, stakeholders, suppliers and collaborators successfully, with a people-centred approach to business and work essential.</li></ul>

<b>Organisational</b>	<ul style="list-style-type: none"> <li>• Ability to manage time and to prioritise urgent and essential tasks, to ensure meeting tight deadlines.</li> <li>• Evidence of ability to operate and get results in a very busy environment with several tasks competing for priority.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Initiative to engage directly with stakeholders, as appropriate, and judgement to involve relevant senior staff when conversations approach more sensitive issues.</li> <li>• Some experience of preparing and delivering presentations and reports would be an advantage.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Strong work ethic, enthusiastic nature, ability to take initiative when appropriate and with excellent attention to detail.</li> <li>• Able to work on own, when necessary, but equally at home working as part of a team; likes using own initiative within agreed boundaries.</li> <li>• A quick learner, happy to learn by doing with support from more experienced members of the team.</li> <li>• Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, when appropriate, in pursuit of the MSC's mission and vision.</li> <li>• Empathy and interest in the MSC's mission and objectives.</li> <li>• Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC program.</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Weekend work and some domestic travel may be required.</li> </ul>

<b>Job Description Agreement</b>	
Chief Operating Officer's Signature:	Date:
Job Holder's Signature:	Date: