



**Job Description**

<b>Post:</b> Senior Fisheries and Commercial Manager, Canada East	<b>Department/Region:</b> Americas/Canada	<b>Location:</b> Quebec, Maritimes, or Toronto, Canada
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**Purpose of post:**

The Senior Fisheries and Commercial Manager, Canada East will be a local representative for the MSC in Quebec and Atlantic Canada. The post holder will help to maintain and increase support for, and engagement in, the program across a broad range of stakeholders. Prime responsibility will be the growth and retention of certified fisheries and Chain of Custody partners in the area.

Line Relationships	Key Work Relationships	Authority Limits
<p><b>Responsible to:</b></p> <p>Program Director, Canada</p> <p><b>Responsible for:</b></p> <p>No one currently</p>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• MSC Canada team</li> <li>• MSC America team</li> <li>• Science and Standards department</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Fishery client representatives and other fishery representatives</li> <li>• Conservation non-governmental organization representatives</li> <li>• Primary processors and other supply chain companies including distributors, retailers and food service operators</li> <li>• Government representatives and academics</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 post</li> <li>• Financial delegations in accordance with Financial Handbook</li> </ul>

Contractual Terms (Canada)		Benefits (Canada)	
<b>Contract type:</b>	Permanent	<b>Annual leave:</b>	25 days a year + statutory holidays
<b>Probation:</b>	6 months	<b>Pension:</b>	Matching contribution to an RRSP within a specified limit
<b>Notice:</b>	3 months	<b>Other benefits:</b>	Enhanced medical, dental, life disability and AD&D insurance benefit program. Industry standard
<b>Working hours:</b>	40 per week	<b>Working time</b>	Monday – Friday; 08:00 – 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

- Implement MSC's Canadian fishery and commercial engagement strategies and action plans, in close collaboration with the Senior Commercial Manager, Canada and the Program Director, Canada, who manage similar commercial and fishery engagements in Canada
- Manage the implementation of fishery and commercial outreach strategies for Quebec, New Brunswick and elsewhere in Atlantic Canada as required that are consistent with the MSC's mission and strategic objectives to deliver real benefits for MSC's partners
- Be responsible for developing and maintaining relationships with existing fishery, conservation organizations, government, supply chain and consumer facing partners to improve their satisfaction with the MSC program and to build, deepen and strengthen their participation in the program. In addition, support the MSC's ecolabel Licensing team in its role to ensure 'ecolabel use' guidelines are being met
- Continue growth and development in the reach of the MSC program with new partners throughout the fishery and seafood supply chain in the area. Manage targeted outreach activities to fisheries, conservation organizations, governments, processors, retailers, wholesale distributors, foodservice operators, exporters / importers and the restaurant sector
- Increase supply of, demand for, and penetration of MSC-certified and labelled products in the Canada East region
- Liaise with members of the MSC teams in Canada, the US and other regional and global offices on strategy and tactics relative to fishery and stakeholder engagement, commercial engagement, communications and marketing for delivering effective and value for money co-marketing campaigns and initiatives with customers and partners
- Identify issues and obstacles to the effective delivery of the MSC program in the area, and devise and propose solutions to those obstacles. While the primary focus here will be on effective functioning of the fishery, Chain of Custody and Logo License programs in Canada, due consideration is required for the global nature of the MSC program and the need for solutions that are applicable across all regions and markets important to the MSC
- Contribute to the MSC's policy discussions on key issues affecting the success of the MSC commercial and fishery programs
- Represent the MSC at meetings and conferences, as appropriate
- Use project management best practice to deliver all commercial and fishery program related activities within strategy, budget and deadlines
- Participate in required training, as directed
- Undertake any other responsibilities assigned by the Program Director, Canada.

## 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>• Previous experience working within the fisheries/seafood sector including supply chain (fishery/processing through to retailers and food service companies), fishery policy and management roles, with some understanding of the science behind fishery management, direct sales, middle management, or other related commercial or conservation activities.</li> <li>• Extensive knowledge of the fishing and seafood industry and some knowledge of governmental approaches to the fishery and non-governmental engagement in the fishery is desirable, as is a high level of existing contacts and networks.</li> <li>• Post-graduate degree or equivalent experience in a related subject is preferred but not essential.</li> <li>• Relevant post-secondary degree or equivalent experience – a science, commerce, or international development qualification is an advantage.</li> <li>• Knowledge of third-party certification schemes and the role of eco-labelling is an advantage.</li> <li>• Well-developed IT skills, including confident use of MS Office products (SharePoint, Word, Excel, Outlook and PowerPoint).</li> </ul>
<b>Stakeholder Oriented</b>	<ul style="list-style-type: none"> <li>• Evidence of an ability to successfully manage relationships with stakeholders, collaborators, and colleagues with a people-centred approach to business and work is essential.</li> <li>• An understanding of the issues that may be of importance to different stakeholders in the MSC program, especially eNGO's and industry stakeholders.</li> </ul>
<b>Organisational and Management</b>	<ul style="list-style-type: none"> <li>• Excellent project / program management, work planning, personal organisation and time management skills with an ability to manage multiple simultaneous projects whilst making use of internal and external resources.</li> <li>• Ability to exercise sound judgement and demonstrate initiative to accomplish assigned tasks.</li> <li>• Excellent attention to detail, remaining aware of the overall mission and vision of the organisation and your contribution to it.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills in English and French are essential</li> <li>• Demonstrated excellence in preparing and delivering presentations.</li> <li>• Ability and confidence to convey and sell complex ideas and concepts to diverse audiences.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Versatility to combine self-management and self-support when working alone with productive team membership.</li> <li>• Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision making.</li> <li>• Interpersonal skills with an ability to work with people at all levels, motivate others and change people's attitudes when necessary.</li> <li>• High level of integrity, accountability and credibility.</li> <li>• Confidence and ability to gain credibility with, and the respect of, staff at all levels of the MSC, and to build effective relationships with colleagues, stakeholders, suppliers and collaborators.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to make technical and science-based materials understandable and accessible to all.</li> <li>• Articulate, creative, passionate, flexible and tenacious; ability to get results and to be persistent and enthusiastic in achieving these.</li> <li>• Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC program by stakeholders around the world</li> <li>• Empathy and interest in the MSC's mission and objectives.</li> <li>• Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, where appropriate, in pursuit of the MSC's mission and vision.</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Weekend work and regular domestic and international travel may be required.</li> </ul>

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