

FISHING INDUSTRY DEVELOPMENT OFFICER

Role Profile



Title	Fishing Industry Development Officer	
Grade	GRADE E	
Reference:	N993	
Reports to:	Economy, Partnerships and Regeneration Manager	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	<p>To support the sustainable development of the fishing industry in Plymouth. The Fishing Industry Development Officer will support the development and delivery of fishing related projects on behalf of industry and the City Council.</p> <p>The role will be the key contact point for individual fishers and fishing businesses in Plymouth and will be located at Plymouth Fish Quay for two days per week, with the rest of the time being based at Ballard House, with some home working possible.</p>	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> Support the ongoing development of an agreed vision for the fishing industry, including improved infrastructure and regeneration. 10% Lead on the increased scale, resilience and innovation of the fishing industry in all aspects of the sector. 10% Thorough engagement with and good working relationships with the fishing industry, relevant organisations/partners and the public. 20% Support raising the profile of Plymouth's fishing industry at Government level. 5% 	Role measures <ul style="list-style-type: none"> Extent of stakeholder and partner engagement in meaningful discussions. Number of fishing businesses engaged with and developing their business. Number of businesses supported to grow and invest. Footfall to relevant events, existing and new. External funding secured. Public knowledge of and support for the industry.

	<ul style="list-style-type: none"> ▪ Strong stakeholder commitment. 15% ▪ Contribute to the development and growth of existing and new fishing industry-related events e.g. Seafood Festival. 10% ▪ Contribute to the attraction and securing of external funding for projects that support the fishing industry. 15% ▪ To keep up to date with the challenges and opportunities for the industry following the UK's Exit of the EU. 15% 	
Key activities	<ul style="list-style-type: none"> ▪ To work directly with fishers and related businesses to support them to access available national funding schemes. 15% ▪ Support the development and delivery of strategic investment initiatives for the fishing sector. 10% ▪ Undertake economic development work, including interpretation of government policies and guidance, writing analytical reports and contributing to bid documents. 10% ▪ Build and maintain relationships with the Government, partner/funding organisations and the public. 15% ▪ Support and facilitate partnerships to enable the delivery of key projects and initiatives. 10% ▪ Build and maintain relationships with key fishing and fishing industry related businesses across the city, providing them with practical support to help them grow. 15% ▪ Proactively lead relationship building with other teams across the council. 15% ▪ Attend to sensitive or contentious correspondence professionally and in accordance with policy. 10% ▪ Carry out other duties appropriate to the grade of the post 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the fishing industry ▪ Ability to understand the industry's complex needs and external grant criteria, so as to prepare grant applications and reports ▪ Minimum qualifications: GCSE 4 – 9 or C – A* in English and Maths 	
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the local fishing industry (Plymouth and the South West) and related sectors ▪ Knowledge of government policy and legislation related to fishing 	

	<ul style="list-style-type: none"> ▪ Specialist qualifications linked to Agriculture, Fisheries and Food industry
Essential experience	<ul style="list-style-type: none"> ▪ Experience of building partnerships and stakeholder engagement ▪ Experience of working in the fishing industry or a good understanding of the sector ▪ Collating, analysing, interpreting and presenting information for funding bids, reports and presentations to senior managers/members.
Desirable experience	<ul style="list-style-type: none"> ▪ Knowledge of responsible fishing, responsible ports and understanding of sustainable fishing ▪ Experience of securing external funding. ▪ Managing projects, including stakeholder/partners and writing reports related to supporting the fishing industry
Essential skills	<ul style="list-style-type: none"> ▪ Good communication and organisational skills ▪ Ability to express information, ideas and proposals effectively in a clear, concise manner, including verbally and in formal reports. ▪ Long periods of concentration required when assessing or preparing funding bids. ▪ Demonstrable experience of working with stakeholders, sometimes with competing priorities. ▪ Good keyboard skills using MS Outlook, Word, Excel, PowerPoint and Project to produce emails, documents, spreadsheets and presentations. ▪ Ability to travel is essential, however it is not considered necessary to hold a driving licence.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	