



## Role Profile

<b>Role Title</b>	Enforcement Officer (Includes Intelligence Responsibility)		
<b>Team/Service</b>	<i>Enforcement</i>	<b>Reports to</b>	<i>Senior Enforcement Officer</i>
<b>Grade</b>	<i>XXXX</i>	<b>JE Code</b>	<i>XXXXXX</i>
<b>DBS Required</b>	<i>Include level of DBS Check required</i>	<b>Pension Scheme</b>	<i>Include as appropriate</i>
<b>Approving Manager</b>	<i>Chief Officer</i>	<b>Date of Issue of Role Profile</b>	<i>XXXXXX</i>

### Role Purpose

This is a multifunctional role that will support delivery of the management of the marine environment and inshore fisheries within the Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA) in order to meet IFCA's statutory duties and the delivery of the D&S IFCA's Annual Plan.

This will primarily involve providing effective and efficient enforcement of the relevant fisheries and conservation legislation by conducting enforcement patrols at sea and ashore and carrying out inspections of premises, vessels and vehicles.

The Authority adopts the national intelligence model. There is a requirement to collate, and report received sensitive information to support the risk-based approach to enforcement.

## Context

D&S IFCA is one of ten statutory authorities in England responsible for the management of inshore fisheries for the conservation of marine resources and the marine environment. D&S IFCA core duties are set out in Section 153 (1) & (2) and 154 (1) of the Marine and Coastal Access Act 2009

### 153 Management of inshore fisheries

- (1) The authority for an IFC district must manage the exploitation of sea fisheries resources in that district.
- (2) In performing its duty under subsection (1), the authority for an IFC district must—
- (a) seek to ensure that the exploitation of sea fisheries resources is carried out in a sustainable way,
  - (b) seek to balance the social and economic benefits of exploiting the sea fisheries resources of the district with the need to protect the marine environment from, or promote its recovery from, the effects of such exploitation,
  - (c) take any other steps which in the authority's opinion are necessary or expedient for the purpose of making a contribution to the achievement of sustainable development, and
  - (d) seek to balance the different needs of persons engaged in the exploitation of sea fisheries resources in the district.

### 154 Protection of marine conservation zones

- (1) The authority for an IFC district must seek to ensure that the conservation objectives of any MCZ in the district are furthered.

## Role Accountabilities

### Annual financial accountability

None

### Management accountability

#### *Nature of management*

- Temporary supervisory accountability when acting as helm on D&S IFCA's vessels;
- Temporary supervisory accountability when acting as lead boarding officer.

#### *Number of staff managed*

Maximum of three crew members when helm

Maximum of two other boarding officers when lead boarding officer

**Accountabilities** *(may change from time to time without changing the general character of the role or the level of responsibility entailed)*

### General

- Assisting the Environment team with intertidal and at sea surveys when required

- Provide advice and guidance on enforcement & fisheries matters by liaising with a wide range of stakeholders.

### **Enforcement**

- Responsible for the collation and handling of sensitive information to support the national Intelligence model
- Preparing received information for the internal and regional Tactical Co-ordination Groups.
- Preparing information and updating national database on inspections and investigations to support the delivery of national enforcement
- To manage the Monitoring Control Surveillance System (MCSS). Input casefiles accurately, upload boarding and sightings information. To extract previous offences for investigations.
- To undertake enforcement duties as directed, after having been issued with a D&S IFCA Enforcement Officer warrant
- To carry out boardings and inspections of fishing vessels within the D&S IFCA district, including at sea, and inspections of shore-based facilities, premises and vehicles to monitor compliance with regulations
- To gather evidence in relation to suspected fisheries offences and conduct investigations into contraventions of relevant fisheries legislation to prevent the undermining of the regulatory framework.
- Gather and develop intelligence from various sources to aid in developing enforcement work streams
- To interview suspects and witnesses, produce witness statement, prepare and complete investigation case files for review by the OIC (Senior Enforcement Officer)
- Provide oral evidence in Court
- To crew and act as helm on the D&S IFCA's vessels as directed by line manager after achieving the relevant RYA qualification
- To assist with maintenance, servicing and certification of equipment used for enforcement purposes
- Tow any of the Authority's vessels by road and oversee safe launch and recovery of the vessels.

### **Project Management**

- To plan and lead enforcement focussed work streams or projects, identified with the line manager.

## **Corporate Accountabilities**

### **Information security and governance**

Manage information in line with IFCA's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

### **Equality & Diversity**

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered.

**Health, Safety and Wellbeing**

Proactively manage health and safety risks and support a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and lead on compliance with IFCA's policy and procedures.

## Core Values

To deliver their duties, D&S IFCA and its officers use the core values of being:

- **A**daptive
- **E**ngaging
- **I**nnovative
- **O**pen
- **U**nderstanding

Behaviours	Assessment
<p><b>Working together</b> You understand and focus on fishers' and stakeholders' needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> <li>• You listen and attempt to identify and understand the needs of the fishers and other stakeholders' needs</li> <li>• You support and show empathy towards others</li> <li>• You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others</li> <li>• You share information and expertise with others</li> <li>• You respect others and you attempt to build trust and a strong working relationship with others</li> <li>• Ability to manage situations where conflict has or may occur</li> </ul>	Interview
<p><b>Personal responsibility</b> You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> <li>• You are trustworthy and reliable</li> <li>• You pay attention to your own health, safety and wellbeing and that of others</li> <li>• You understand the importance of detail and accuracy in the role and acknowledge errors, report them and play your part in addressing the causes</li> <li>• Can effectively challenge without situations resulting in conflict (to be assertive and control the situation) You seek feedback and review your own contribution</li> <li>• You seek feedback and review your own contribution</li> </ul>	Interview

<ul style="list-style-type: none"> <li>You are resilient</li> <li>You are able to pro-actively seek guidance and assistance from team members and senior officers.</li> <li>You are open to change and improvement</li> <li>You take responsibility for your development</li> <li>You are enthusiast and take pride in your work, and in so doing building the reputation of D&amp;S IFCA</li> <li>You are able to remain calm in challenging and dangerous situations.</li> </ul>	
<p><b>Resourceful</b> You use your knowledge and skills to solve problems and make improvements to how you undertake your work</p> <ul style="list-style-type: none"> <li>You plan and organise your work and manage your time effectively</li> <li>You gather relevant information, analyse it and make timely informed decisions in the course of your work</li> <li>You are flexible and adaptable</li> <li>You respond constructively to change</li> <li>You demonstrate financial awareness relevant to the job you do</li> <li>You use your initiative and are creative in problem solving</li> <li>You deliver results and strive to meet fishers' and other stakeholders' expectations</li> </ul>	Interview

<b>Knowledge, skills &amp; experience</b>	<b>Assessment</b>
GCSE grade C or above (or equivalent) in Maths and English	Application Form
Excellent communication skills	Interview
Excellent organisational skills, including the ability to manage own time effectively and work under pressure	Interview/ Application Form
Willingness to gain a D&S IFCA enforcement warrant within six months of appointment to the role	Interview
Must hold or be willing to obtain a RYA Advanced Powerboat certificate of competency	Application form
Proficient in the use of Microsoft Word and Excel software to produce statements, report writing, and storing data in databases	Application Form
<p>Willingness to learn or has the ability to use different role specific systems including:</p> <ul style="list-style-type: none"> <li>QGIS mapping software for the preparation of spatial evidence required for investigations</li> <li>THEMIS - ability to search for vessel activity and download relevant data</li> </ul>	Application Form

<ul style="list-style-type: none"> <li>• Use of navigational software and enforcement devices such as body worn cameras.</li> <li>• Intelligence database, accurately capturing and researching information with an awareness of GDPR regarding sanitising.</li> </ul>	
Demonstrates a broad knowledge of D&S IFCA's inshore fishing industry, recreational fishing activities and fish retail/wholesale and market operations ashore.	Interview
Awareness of marine conservation issues within the D&S IFCA district and challenges facing fishers	Interview

Other requirements	Assessment
The normal duties of the role will involve driving on a regular basis. It is a condition of employment that the role holder holds a valid UK driving licence for manual vehicles, and is competent in towing, in order to fulfil the obligations of the role.	Interview
Must hold or obtain a current and unrestricted ENG 1 or ML5 medical certificate, and obtain mandatory MCA training certificates, as the duties of the role require sufficient mobility to be able to undertake boarding vessels at sea from a RIB, climb ladders, enter confined spaces, lift heavy boxes of fish or gear and walk long distances over uneven terrain.	Interview
The normal duties of this role will involve the requirement to work unsocial hours including at weekends. It is a condition of employment that you exercise satisfactory level of flexibility to fulfil the objectives of the role You will also be expected to work in cold and wet environments on occasion, albeit with the provision of appropriate PPE for the conditions	Interview
This position is subject to a criminal records disclosure check	<b>YES</b>

**Notes:**

Profile updated – June 2024 to reflect the content (intelligence aspect) is applicable to all Enforcement Officer positions as agreed by the Authority in 2023.