**Job Description**

**Post: Fisheries Manager, Japan**

**Department/Region: AsiaPac - Japan**

**Location: Tokyo, Japan**

**Purpose of post:**

Reporting to the Programme Director Japan, the Japan Fisheries Manager is responsible for outreach to the fisheries sector (catchers, fisheries, co-operative associations, government, fisheries research organisations, NGOs and companies) in Japan.

**Line Relationships**

**Responsible to:**
Programme Director, Japan

**Responsible for:**
Fisheries Officer, Japan

**Key Work Relationships**

**Internal:**
- Fisheries team of headquarters and AP region
- Policy team of headquarters and AP region

**External:**
- Fishermen, fisheries companies, Fisheries co-operative
- Central and local governments
- Fisheries research institution

**Authority Limits**

- Level 4 post
- Financial delegations in accordance with Financial Handbook

**Contractual Terms (UK)**

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<tr>
<th>Contract type</th>
<th>Permanent</th>
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<th>Probation</th>
<th>3 months</th>
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<th>Notice</th>
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<table>
<thead>
<tr>
<th>Working hours</th>
<th>40 per week</th>
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<tr>
<th>Annual leave</th>
<th>10 days in the first year (progressively increasing to 20 days after 6 years of service)</th>
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<th>Pension</th>
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<th>Other benefits</th>
<th>Unemployment insurance, workers accident compensation insurance</th>
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**Benefits (UK)**

**Working time**

Monday – Friday; 09:00 – 18:00

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

- Promote the MSC’s fishery certification programme to stakeholders, including those in the fisheries and seafood business sectors, fisheries management agencies, governments, research organizations, environment groups, and other relevant stakeholders in Japan, and potentially, more widely in the Asia Pacific region.
- Conduct outreach and provide support to fisheries in the MSC programme in Japan. This will include working with each fishery from initial discussions through each stage of involvement in the MSC’s fisheries programme.
- Understand relevant commercial details about targeted fisheries, such as product forms, supply chains, markets, key commercial supporters, and be able to use that understanding to inform priorities and create leverage to move fisheries to either become certified or make improvements.
- Build on existing information and develop a thorough understanding of the flows of fish products into Japanese and overseas markets to develop an understanding of the market dynamics that will ultimately lead to linking fisheries willing to become engaged with the MSC with markets willing to accept labelled products.
- Respond to the fishing sector inquiries, both internal and external.
- Represent the MSC at meetings and conferences where relevant seafood issues are the major item for discussion and where opportunities exist to promote the MSC and its certification and ecolabelling programme.
- Promote knowledge about seafood sustainability issues and the MSC as a solution, to the range of external stakeholder groups identified by the MSC.
- Coordinate and work with MSC colleagues in support of outreach activities and the promotion of information about the MSC.
- Provide oral and written advice through briefings, submissions and reports to MSC staff as needed. Provide annual and quarterly reporting against agreed work plans, and additional reporting as may be required for MSC funders.
- Any other duty as directed by the Line Manager.

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

Technical Skills, Qualifications & Experience

- Relevant experience in fisheries management, assessment, research or consultancy.
- Extensive knowledge of Japanese fisheries, and the seafood and fishing industries, with existing contacts and networks highly desirable.
• Relevant postgraduate degree, diploma or equivalent – a fisheries science or fisheries management qualification is an advantage.
• Knowledge of third-party certification schemes and the role of eco-labelling an advantage
• Well-developed IT skills, including confident use of MS Office products (SharePoint, Word, Excel, Outlook and PowerPoint)

**Stakeholder Oriented**
• Evidence of an ability to successfully manage relationships with stakeholders, collaborators, and colleagues with a people-centred approach to business and work essential
• Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC programme by stakeholders around the world.

**Organisational and Management**
• Versatility to combine self-management and self-support when working alone with productive team membership
• Excellent project planning, work planning, personal organisation and time management skills
• Ability to travel on a regular basis, to work irregular hours, and to work effectively while traveling.

**Communications**
• Excellent verbal and written communication skills in English – a second relevant language is desirable but not essential;
• Demonstrated excellence in written and oral communications in the English language;
• Demonstrated excellence in selling an idea or concept and winning support
• Demonstrated excellence in preparing and delivering presentations
• Excellence in spoken communication skills, with a diverse range of people including senior people in business and government

**Personal attributes**
• Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision making
• Interpersonal skills with an ability to work with people at all levels, motivate others and change people’s attitudes when necessary
• High level of integrity, accountability and credibility
• Ability and confidence to gain the credibility and respect of staff at all levels of the MSC, as well as external partners, stakeholders and other collaborators
• 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
• Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, where appropriate, in pursuit of the MSC’s mission and vision.

**Circumstances**
• Weekend work and regular domestic and international travel may be required.

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**Job Description Agreement**

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<th>Chief Operating Officer’s Signature:</th>
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<th>Job Holder’s Signature:</th>
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