



Job Description

Post: Fisheries Standards Manager	Department/Region: Science & Standards/Fisheries	Location: London, UK or other MSC Regional Office
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Purpose of post:
 To contribute to the development and implementation of the MSC’s Fisheries Standard and Fisheries Certification processes to ensure robust and credible MSC assessments.

Line Relationships	Key Work Relationships	Authority Limits
<p>Responsible to: Senior Fisheries Standards Manager</p> <p>Responsible for:</p>	<p>Internal:</p> <ul style="list-style-type: none"> • Science and Standards teams • Fisheries Outreach managers • Communications teams <p>External:</p> <ul style="list-style-type: none"> • CABs (Conformity Assessment Bodies) • MSC stakeholders 	<ul style="list-style-type: none"> • Level 4 post • Financial delegations in accordance with Financial Handbook

Contractual Terms (UK)		Benefits (UK)	
Contract type:	Fixed term – 18 months	Annual leave:	25 days if London based, other locations may be different
Probation:	6 months	Pension:	Location dependent
Notice:	3 months	Other benefits:	Location dependent
Working hours:	35 per week if London based	Working time	Monday – Friday; actual hours depend on location

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

This position will play a key role in contributing to the development and implementation of the Fisheries Standard and Fisheries Certification processes.

Fisheries portfolio

- Manage a portfolio of fisheries in the program, including reviewing assessment materials, processing variation requests, responding to queries and undertaking other administrative tasks;
- Provide oversight of the assessment process, involving technical review of assessment reports and engagement with Conformity Assessment Bodies;
- Support the development of communications materials.

Policy development

- Contribute to the development of the MSC Fisheries Standard, Fisheries Certification process and other associated scheme documents;
- Lead policy development projects, as required, involving project management, research and analysis, reporting and consulting with stakeholders;
- Support the development, implementation and evaluation of internal policies and procedures.

Internal and external collaboration

- Support systems and tools for effective sharing of information within and outside the MSC;
- Deliver training and policy development briefings at external meetings and workshops;
- Represent the Fisheries team and Science & Standards as required.

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

- Degree, or equivalent experience, in a sustainability or environmental discipline e.g. environmental law or policy, sustainable development, natural resources management, marine or fisheries conservation, etc; a post-graduate degree in one of the same disciplines is desirable.
- Experience of environmental sustainability within the natural resource sector; specific experience in assessment and certification systems and processes is desirable.

	<ul style="list-style-type: none"> • Knowledge or experience of third-party certification schemes including the MSC program and the role of ecolabelling is desirable. • Well-developed IT skills, including use of standard software packages (MS SharePoint, Word, Excel, PowerPoint, Outlook).
Stakeholder Oriented	<ul style="list-style-type: none"> • An ability to successfully manage relationships with stakeholders, collaborators, and colleagues with a people-centred approach to business and work essential. • Ability to demonstrate an understanding of, and affinity for, stakeholder-engaged processes like those operated by the MSC is essential. • Previous experience working with stakeholders and other external parties, preferably in an environmental policy development context. • Evidence of an ability to work with stakeholders who have different opinions, and to work with all groups to find common ground.
Organisational and Management	<ul style="list-style-type: none"> • 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 deliver key outputs against demanding deadlines within a rapidly evolving organisation. • A successful record of project development and management.
Communications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English – a second relevant language is desirable but not essential. • Demonstrated excellence in: <ul style="list-style-type: none"> ○ selling an idea or concept and winning support; ○ preparing and delivering presentations.
Personal attributes	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Weekend work and regular domestic and international travel may be required.

Job Description Agreement

Chief Operating Officer's Signature:	Date:
Job Holder's Signature:	Date: