

**Job Description****Post:** Senior DLM Project Management Officer**Department/Region:** Science & Standards,
Global**Location:** London, UK**Purpose of post:**

To provide key support to the Data Limited Methods (DLM) Project lead (Senior Scientist), by ensuring smooth project execution and communication across relevant project teams around the world. To assist in planning activities, travel on-site when needed, write reports, contribute to papers and use original thinking to help fine-tune the intended use and delivery of MSC's 'MSC-DLMtool'.

Line Relationships**Responsible to:**

Senior Scientist

Responsible for:

None at present

Key Work Relationships**Internal:**

- Global Accessibility team
- Regional teams in Mexico, Indonesia and Japan

External:

- The Nature Conservancy regional staff and FishPath team
- The MERA team – University of British Columbia

Authority Limits

- Level 3 post
- Financial delegations in accordance with Financial Handbook

Contractual Terms (UK)**Benefits (UK)****Contract type:**

Fixed term (18 months)

Annual leave:

25 days

Probation:

6 months

Pension:

After 3 months, Tier 1 (3% contribution from employer & 5% employee). On successful completion of probation, Tier 2 (9% employer & 6% employee); choice of salary sacrifice

Notice:

2 months

Other benefits:

4x death in service insurance

Working hours:

35 per week

Working time

Monday – Friday; 09:00 – 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 extensive 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

Project management

- Coordinate across internal MSC staff making sure relevant teams in Science & Standards, and in the regional offices are aware of project activities or generally informed of project progress when relevant to them.
- Coordinate project activities with external collaborators, including contracted consultants, to ensure delivery of project goals and commitments to project donors.
- Participate in on-site meetings in various countries (e.g. Mexico, Peru, Chile, Indonesia, Japan), and producing reports.
- Support the DLM Project lead in planning meetings, webinars, workshops, and organising logistics, writing meeting documents, internal technical papers and external-facing communications.

MSC Policy and Tools development

- Work with the Science & Standards team (e.g. Global Accessibility, Fisheries, Quality Assurance, Peer Review College teams) to take the necessary steps required to include the findings of the DLM project in the appropriate standard development processes (e.g. guidance, testing, reporting to the Technical Advisory Board), as well as the capacity building and accessibility initiatives (e.g. training materials).
- Liaise with the IT, Data and Training teams to ensure the set-up of capabilities for long-term use of the tools in development.

Research input

- Develop a sufficient understanding of data-limited fisheries' context and technical challenges, so as to ensure correct recording of meeting minutes and identify issues of relevance to be reported to the Senior Scientist and other senior staff involved.

Through the experience gained by coordinating and planning activities, desk-based research and discussions with project partners and advisors, help identify various use cases of the "MSC-DLMtool" in development, as well as for the associated training and guidance materials.

Help synthesise such learnings to first, develop a typology of users and secondly, support the Senior Scientist in developing a business case to maximise the utility and uptake of the tool and materials.

Communication

- When relevant, represent the MSC at scientific conferences, contribute to scientific paper writing, production of social media and internal and external communications content relevant to the DLM project.

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	<ul style="list-style-type: none"> • Masters', PhD or equivalent experience in fisheries or marine resources management. • Proven experience working effectively and sensitively in different cultural environments, particularly in resource and capacity-limited fisheries contexts. • Well-developed IT skills, including creating presentations, working with file-sharing systems e.g. SharePoint, use of database management and statistical software, some experience in quantitative modelling is preferred. • Knowledge of Data Limited fisheries technical challenges and stock assessment techniques is preferred, as is an interest in fisheries stock assessment modelling.
Stakeholder Oriented	<ul style="list-style-type: none"> • Strong focus on the delivery of high-quality project objectives (including expectation management). • Evidence of ability to manage successful relationships with colleagues, stakeholders, fishing industry and management agency partners and collaborators, with a people-centred approach is essential.
Organisational and Management	<ul style="list-style-type: none"> • Project management experience with proven organisational skills: the ability to manage long-term projects alongside short-term, urgent tasks and meet tight deadlines. • Confidence, and ability to gain credibility with, and the respect of, other MSC staff. • Evidence of ability to operate and get results in a very busy environment with several tasks competing for priority. Maintain a results-oriented and positive outlook. • Experience coordinating multiple tasks and people. • Willingness to openly and swiftly communicate challenges and issues of various nature, that may pose a risk to delivering on project goals, or risk affecting working conditions, to senior staff, as and when needed. • Excellent organisational skills are essential, as is an ability to forward plan with meticulous attention to detail as you will be collaborating with multiple stakeholders in a variety of meetings.
Communications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, especially the ability to convey complex ideas clearly and simply to a diverse range of audiences. • Initiative to engage directly with stakeholders and judgement to involve relevant senior staff when conversations approach more sensitive issues. • An interest in social media communication is desirable. • A good level of spoken English and Spanish (Japanese or French a plus).
Personal attributes	<ul style="list-style-type: none"> • Strong work ethic and the ability to take initiative when appropriate with excellent attention to detail. • Ability to combine self-management when working alone with productive team membership. • Able to develop effective professional relationships with people at all levels within, and outside, the MSC.

	<ul style="list-style-type: none"> • Able to demonstrate influencing, negotiating and problem-solving skills. • Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, when appropriate, in pursuit of the MSC's mission and vision. • Empathy and interest in the MSC's mission and objectives. • Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC programme.
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 Holders Signature:	Date: