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| **Marine Stewardship Council****Job Description**  |
| **Post: Fisheries Manager** | **Department/Region: China / Outreach team** | **Location: Beijing, China**  |
| **Purpose of post:**The main responsibilities of the Fisheries Manager will be to support the Fisheries Outreach team by working with fisheries to: * help facilitate sustainability improvements through fisheries improvement projects (FIPs);
* enable the FIPs to work towards a more sustainable future for key fisheries; and
* help to support the certification and pre-assessment process for Chinese fisheries and work with the Chinese Fisheries team to increase the number of fisheries in the MSC program and aid the retention of fisheries already in the program.
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| **Line Relationships** | **Key Work Relationships** | **Authority Limits**  |
| **Responsible to:** Senior Fisheries Outreach Manager**Responsible for:** None currently | **Internal:*** China and Asia-Pacific Fisheries team
* Global Standards team
* China Commercial and Marketing Communications team

**External:*** Research institutes and universities
* Seafood and Fishery Associations
* Fishery companies and groups
* NGOs
 | * Level 4 post
* Financial delegations in accordance with Financial Handbook
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| **Contractual Terms (China)** | **Benefits (China)** |
| **Contract type:** | Permanent  | **Annual leave:** | 25 days per annum plus public holidays.  |
| **Probation:** | 6 months | **Pension:** | As per statutory guidance |
| **Notice:** | 3 months | **Other benefits:** | Training & Development |
| **Working hours:** | 40 per week | **Working time** | Monday – Friday (09:00 – 17:30) |
| 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. |

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| **Key Responsibilities** |
| The post holder will perform the following functions either directly or through coordination with other members of the team within China: **Fisheries Outreach:*** Provide Outreach to China based fisheries and stakeholders, as identified by the Senior Fisheries Outreach Manager and work with the Fisheries Outreach team to increase the number of fisheries in the MSC program and aid the retention of fisheries already in the program
* Feed into work to identify suitable Chinese fisheries for MSC pre-assessment, assessment or to use the MSC fishery improvement tools to encourage fisheries to work towards certification
* Identify and develop relationships with key stakeholders such as fisheries, supply chain partners, scientists and NGOs to promote the MSC brand and increase support for the program
* Promote the role and value of the MSC’s fishery certification program to stakeholders as appropriate, including those in the fisheries sector, governments, research organisations, environment groups and other relevant agencies
* Provide oral and written advice through briefings, submissions, and reports to MSC staff; liaise with other sections of the MSC to ensure an integrated approach to certification, marketing, and communications.

**Project China Fisheries Improvements:*** Coordinate work of the China Fisheries team to successfully deliver fishery improvements
* Support the work of the Senior Fisheries Outreach Manager to manage, organise and run our regional fishery program, e.g. Eastern China Sea.
* Develop and manage relationships with the Steering Group members from the fishing industry, government, scientists, NGOs and supply chain to ensure delivery of action plans as directed by the Senior Fisheries outreach Manager
* Ensure the project outputs including technical papers, Action Plans and Annual Reviews are up to date and available online
* Support the development of communications materials and reports for project partners.

**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. |

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| **Person Specification** |
| **Required Attributes** |
| **Technical Skills, Qualifications & Experience**  | * University degree in a sustainable development or environmental discipline e.g., marine biology, fisheries management, environmental science, marine or fisheries conservation, or
* Proven role-specific experience in at least one of the following key areas: fisheries, fisheries management, natural resource management, government, fisheries scientific work, the seafood market, the conservation sector.
* Experience of working in the East China Sea sector;
* Ability to absorb and disseminate highly complex scientific and technical information to inform project direction.
* Knowledge of third-party certification schemes and the role of eco-labelling an advantage.
* Previous experience of international project management, including project design, coordination, budgeting and project monitoring and evaluation.
* Well-developed IT skills, including use of standard software packages including MS Office.
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| **Stakeholder Oriented** | * Strong focus on delivery of excellent customer service (including expectation management).
* Evidence of ability to cultivate and manage relationships with colleagues, stakeholders, suppliers and collaborators successfully, with a people-centred approach to business and work essential.
* Ability to gain credibility with, and the respect of, staff at all levels of the MSC and external partners.
* Experience of meeting and/or work-group organisation and facilitation preferable.
* Experience working with stakeholders and/or other external parties, preferably in the marine or fishery sectors is desirable.
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| **Organisational and Management** | * Excellent project management, work planning, personal organisation and time management skills.
* Evidence of ability to operate and get results in a very busy environment with several tasks competing for priority.
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| **Communications** | * Excellent verbal and written communication skills in Mandarin and English, with the ability to grasp and convey complex ideas clearly and simply to a diverse range of audiences including senior people in business and government.
* Evidence of ability to manage successfully relationships with colleagues, stakeholders, suppliers and consultants, with a people-centred approach to business and work essential.
* Experience of preparing and delivering presentations and reports would be an advantage.
* Ability to work and communicate effectively with others, especially in the context of coordinating fisheries outreach.
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| **Personal attributes** | * Strong work ethic, enthusiastic nature and with excellent attention to detail.
* Versatility to combine self-management and self-support when working alone with productive team membership.
* Excellent judgement and creative abilities, including influencing and negotiating skills and ability make decisions in a rapidly changing environment.
* High level of integrity, accountability and credibility.
* Confident, with ability to develop effective working relationships with people at all levels within the MSC, and its external stakeholders.
* Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision-making.
* 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 program.
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| **Circumstances** | * Frequent domestic travel around China will be required, with occasional international travel.
* Overnight trips will be required regularly.
* Occasional weekend work will be necessary.
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| **Job Description Agreement** |
| Chief Operating Officer’s Signature: | Date: |
| Job Holder’s Signature:  | Date:  |