



Job Specification and Person Description

Title of Position Executive Officer

Type of Appointment Full Time

Summary and Role of the Position and its Responsibilities / Duties

To ensure all aspects of the South Australian Sardine Industry Association are managed appropriately. Capacity to liaise with key industry stakeholders is critical to the role.

Reporting / Working Relationships

The Executive Officer reports to and is accountable to the members of the South Australian Sardine Industry Association

Statement of Key Responsibilities / Duties

- Liaise and progress relationships with Government bodies (management, research and political) to achieve outcomes defined and agreed upon by the Association
- Implement strategies that protect and/or strengthen access arrangements
- Participate in marine stakeholder consultative forums relevant to the fishery
- Communicate directly with Skippers and Owners / Managers
- Build strong community relations
- Ensure the real time management of TEPS interactions and other performance outputs of the fishery are documented and relayed to SASIA members and Govt.
- Ability to communicate with media (where necessary) with a view to providing the general public with credible information as required
- Continuously develop and implement the TEPS Code of Practice
- Conduct inductions for all crew in the South Australian Sardine Industry Association prior to commencement of each catching season
- Facilitate discussion, provide and report information to members through structured meeting processes
- Have a clear understanding of Sardine fishing operations
- Conduct regular meetings of skippers in the South Australian Sardine Industry Association to understand their issues and provide input and assistance as required
- Establish an annual report and budget for the Association
- Address key issues facing the Industry such as:
 - Investigate ways to reduce management and research costs
 - Strengthen Government relations
 - Investigate Research and development of opportunities for the industry
 - Manage the Threatened, Endangered and Protected Species mitigation process
 - Ensure sustainable Fishery Management is followed

Special Conditions

- This position requires participation and contribution to an annual review and appraisal process.
- Normal working hours are Monday to Friday 38 hours per week; however reasonable additional hours may be required to undertake the various tasks required. The occupant must be available to attend all scheduled industry meetings which may fall outside of normal working hours. Travel and accommodation and meal costs will be provided for the purposes of attending meetings and liaison with key stakeholders.

Personal Abilities and Competencies

- Passionate and positive personality
- Exceptional people skills
- Ability to communicate clearly
- Strong writing skills (essential)
- Good time management and planning skills
- Ability to work under pressure and autonomously
- Be well presented
- Innovative optimistic and analytical
- Have good negotiation skills
- Must be up front and honest
- Innovative and highly motivated
- Thorough understanding of broader Fishing Industry issues at Regional and National level

Essential Characteristics

Qualifications

Tertiary qualifications in related discipline would be beneficial to the successful applicant but not essential.

Experience

- Sound knowledge of administrative roles and responsibilities essential
- Experience in Fisheries related roles desirable but not essential
- Experience in developing and fostering relationships with key stakeholders
- Competent with the full suite of Microsoft office products

Enquiries to office@sasardines.com.au

Applications close December 17, 2021