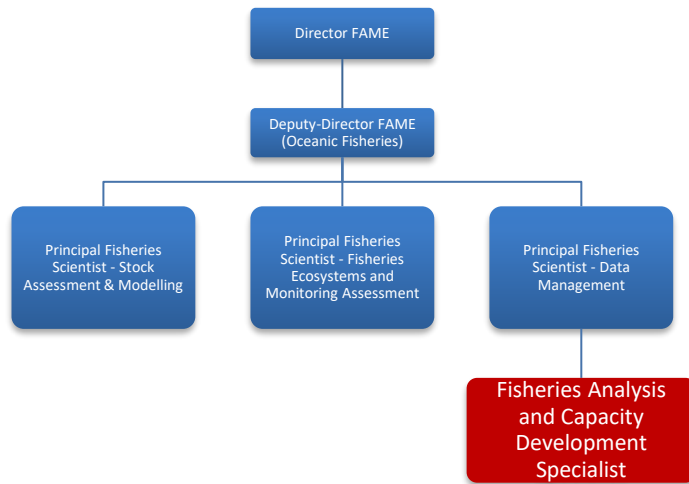




JOB DESCRIPTION

Job Title:	FISHERIES DATA AND CAPACITY DEVELOPMENT SPECIALIST
Division and Section:	FAME, Data Management Section of the Oceanic Fisheries Programme
Location:	SPC Headquarters, Noumea
Reporting to:	Principal Fisheries Scientist (Data Mgmt.)
Number of Direct Reports:	0
Purpose of Role:	<p>This position exists to:</p> <ul style="list-style-type: none">• Oversees and coordinates the strategy and delivery of application and data management training and related technical assistance to OFP clients (Member countries, WCPFC, FFA, PNA);• Oversees and coordinates the Regional and National Tuna Data Workshops• Responsibility for coordination of the responses to data analysis requests from DM Section clients (Member countries and authorised non-SPC WCPFC Members) related to market traceability studies, compliance-related studies (led by FFA and WCPFC, for example), market certification (i.e., Marine Stewardship Certification- MSC) of their fisheries, and other related requests;• Preparation of reports and papers for, and participation in regional and national meetings as required and in liaison with the Head of the DM Section (to ensure response to these increasing meeting commitments are adequately covered across the section). This position will have responsibility as the OFP lead at the WCPFC Technical and Compliance (TCC) meetings, for example;• Manages the OFP Data Management helpdesk including the coordination of other OFP staff responses;• Conduct data extractions/analyses and prepare data summaries/reports responding to requests from the OFP Data Management Section's internal and external Clients, in particular the WCPFC Part 1 report;• Travel to SPC member countries to provide training courses related to Data Management and OFP web and mobile-device applications.
Date:	December 2023

Organisation Context:



Key Result Areas:

The position of Fisheries Data and Capacity Development Specialist encompasses the following major functions or Key Result Areas:

- Delivery of requested data analyses
- Coordination of responses to data analysis requests from clients related to market traceability and compliance-related studies, fisheries market certification, and other related requests
- Coordination and management of Capacity Development delivered to external and internal clients
- Support to regional and national meetings and OFP lead at the WCPFC Technical and Compliance (TCC) meetings
- In conjunction with the manager of the OFP Development Unit, the coordination of business analyses required for the design/development of database tools by the systems development unit

The requirements in the above Key Result Areas are broadly identified overleaf.

Jobholder is accountable for	Jobholder is successful when
<p>1. Delivery of requested data and business analyses (30%)</p> <ul style="list-style-type: none"> • Oversees the OFP Data HelpDesk used within the OFP • Responds to a variety of requests for data summaries from Members and other internal and external clients (e.g., WCPFC, FFA, PNAO) • Assists as required Member countries’ preparation of data summaries to be included in their WCPFC Part 1 reports • Assists as required Member countries’ preparation of tuna fishery data summaries for other reports according to regional obligations and national requirements 	<ul style="list-style-type: none"> • The OFP HelpDesk is functional and effective for Member countries and used to manage the internal and wider client requests • Data summaries, appropriate to the request, are provided to Member countries and other clients on a timely basis • National Tuna Data Members are competent in producing the WCPFC Part 1 reports using database/application tools which have been completed and submitted before the deadline • Member countries are competent in producing tuna fishery data summaries for regional obligations and national requirements using application/database tools developed by the OFP

<p>2. Coordination and delivery of responses to data analysis requests from clients related to market traceability and compliance-related studies, fisheries market certification, and other related requests (25%)</p> <ul style="list-style-type: none"> • Responds to data analysis requests related to market traceability from DM Section clients • Responds to data analysis requests related to compliance-related studies from DM Section clients • Responds to data analysis requests related to market certification and related areas from DM Section clients • Responds to data analysis requests related to other DM-relevant areas as required by DM Section clients • 	<ul style="list-style-type: none"> • Data analyses and summaries appropriate to the specific request are provided to DM Section clients within agreed timelines
<p>3. Coordination and management of Capacity Development delivered to external (SPC and wider WCPFC membership) and internal clients (25%)</p> <ul style="list-style-type: none"> • Leads/Coordinates training for external and internal clients in areas of tuna fishery data management and data auditing, including database system use; • Leads/Coordinates OFP staff on the delivery of regional and national training workshops for member countries; • Leads/Coordinates OFP staff on the delivery of the SPC Training attachments; • Conduct audits of both internal (e.g., TUFMAN 2) and external tuna fisheries databases • Develop and leads/coordinates the strategy for training delivery within the Data Management Section • Rationalise and manage the ongoing development/maintenance of training resource material for the Data Management Section • Trains clients as necessary in using the OFP Database query products 	<ul style="list-style-type: none"> • Member country staff have been trained in data management principles, data auditing and database systems. • The annual regional Tuna Data Workshop is conducted and satisfies Member countries requirements. • The capacity of Member countries with respect to data management principles and application/database systems has improved as a result of appropriate national workshops, and SPC Training Attachments (and can be measured). • The OFP has an established, structured and operational strategy for training delivery with respect to tuna fisheries data management. • The OFP Data Management Section Training Resource Material is structured, complete and appropriate to the level of trainees. • Clients are competent in extracting data directly from the OFP databases directly and using the OFP web-based reporting application/tools
<p>4. Support to regional and national meetings and OFP lead at the WCPFC Technical and Compliance (TCC) meetings (10%)</p> <ul style="list-style-type: none"> • Liaise with the Principal Fisheries Scientist (Data Management) to ensure priority issues relevant to national and regional meetings – in particular WCPFC TCC – are understood • Prepares analyses and relevant working papers for regional and national meetings, presenting as required • Provides authoritative advice and technical support as the SPC lead to WCPFC TCC meetings 	<ul style="list-style-type: none"> • Papers completed according to requirements and deadlines. • Work undertaken to the required level and on a timely basis. • SPC Members have been provided with advice on matters relevant to the WCPFC TCC.

<ul style="list-style-type: none"> • Coordinates assistance to SPC member countries on matters relevant to the WCPFC TCC • Contributes to OFP and other technical reports as required. 	
<p>5. Conduct business analyses required for the design/development of database tools by the DM systems development unit (10%)</p> <ul style="list-style-type: none"> • Coordinate analysis and compilation of user business requirements for web and mobile device applications to be developed by the OFP. • Contribute to the design and development of national fisheries database management systems, in particular, the web-based TUFMAN 2 tuna fisheries database management system. • Lead role for OFP in the provision of advice on business requirements for external fisheries-related database systems developed by/for OFP clients. 	<ul style="list-style-type: none"> • Member country input into the requirements for existing and new web and mobile device applications and database management systems has been effectively coordinated • Web-based reporting systems are appropriate to user's requirements and updated/managed in a timely manner. • Appropriate advice has been provided to OFP clients on business requirements for external fisheries-related database systems.

Work Complexity:

Most challenging duties typically undertaken:

- Ensuring the complex and challenging requirements of the regional TCC are met
- Understanding and supporting the WCPFC compliance systems where data are one of the most important sources of information in identifying compliance issues
- Provision of concise and authoritative on-the-spot advice to Members at national, sub-regional and regional meetings
- Having the appropriate business analytical/communication skills to obtain a wide-range of user requirements to build state-of-the-art web and mobile-device based, and other external systems that operate in challenging environments
- Developing complex SQL queries, performing data analyses and producing data summaries in response to various fisheries data requests from OFP Data Management Section Clients
- Coordinating key meetings and training courses to ensure member countries meet their WCPFC reporting requirements before the deadline
- Developing innovative strategies for capacity building
- Designing training courses and training material that are at an appropriate level for member countries fisheries staff and that will demonstrate improvements in the capacity of Member countries
- Responding to frequent data quality queries from Member countries, as it related to their data management

Functional Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: <ul style="list-style-type: none"> National Tuna Data Managers Other data Management staff in Member countries FFA, WCPFC and PNA Office staff Other external DM Section clients 	<ul style="list-style-type: none"> Responding to requests for the data analysis and data summaries Coordination to ensure member countries fulfil WCPFC reporting requirements Provision of training, advice and technical support for database systems Regional focal point with regards to strategy for fisheries data management training
Internal: <ul style="list-style-type: none"> FAME OFP FAME OFP and CFAP staff SPC Pacific data hub PCCOS GEM 	<ul style="list-style-type: none"> Work planning, coordination the collaboration on the data requests Coordination and collaboration on training course development, conduct of training courses and producing resource material Management, direction and advice to team staff Contribution to Section management Review of outputs for consistency with SPC, national and regional data policies

Level of Delegation:

Routine Expenditure Budget: EUR 0

Budget Sign off Authority without requiring approval from direct supervisor: EUR 50

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Masters degree in fisheries science, information technology or a related field Experience designing and conducting training courses 	<ul style="list-style-type: none"> Undergraduate degree in fisheries science (if post-graduate qualifications are in IT)

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years of experience using SQL with relational database management systems such as SQL Server or similar database platforms in the workplace • Demonstrated experience in generating data summaries/reports through analyses of fisheries data • Demonstrated, high-level experience designing and conducting training courses for database systems, including production of training resource material • Demonstrated, high-level experience providing technical support to clients for data systems • Excellent communication skills in English • Ability to work and travel in a multicultural and multilingual environment • Proactive approach to engaging with members and stakeholders around data needs 	<ul style="list-style-type: none"> • Knowledge of tuna fisheries and experience with tuna fisheries database systems • Experience with the R software package and development of R scripts • Demonstrated Business Analysis skills in the fisheries environment • Experience developing in Microsoft Visual Studio software and C# • Experience developing web applications, including using a JavaScript framework • Experience with Geographic Information Systems (GIS) • Knowledge of French language

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Generation of data summaries/reports through the analysis of fisheries data • SQL Query development • Designing and conducting training courses, including training resource material • Provision of technical support to clients • Oral and written communication skills • Aptitude for the provision of high-quality service and advice
Advanced level	<ul style="list-style-type: none"> • Experience with GIS systems and GIS techniques • Tuna fisheries data collection methods • SQL Server
Working Knowledge	<ul style="list-style-type: none"> • Tuna fisheries in the Western and Central Pacific Ocean • Experience with the R software • Database system development • Business Analyst skills
Awareness	<ul style="list-style-type: none"> • Principles of fisheries management • Tuna biology • SPC Regulations and Policies

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Ability to make decisions independently
- Showing personal accountability
- Demonstrating technical expertise
- Responding quickly and efficiently to problems
- People management skills

- Showing commitment
- Coaching for Performance (Management Competency)

Personal Attributes

- Ability to establish good relationships and work well with our Member countries
- Ability to work effectively within a team
- Patience and ability to keep focused on the job
- Effective communicator
- High motivation
- Resilience

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.