

## JOB DESCRIPTION

<b>Job title:</b>	River Director/Chief Executive – Ness District Salmon Fishery Board
<b>Responsible to:</b>	Chairman Ness District Salmon Fishery Board
<b>Responsible for:</b>	Head Water Bailiff Fisheries Officer Fisheries Assistant Seasonal/Voluntary staff as and when required
<b>Salary Band:</b>	Competitive
<b>Hours:</b>	Minimum of 40 hours per week, weekend or evening work may be required
<b>Location:</b>	Home based within the Ness Catchment. The post holder will be required to travel as necessary to carry out their duties

---

## Introduction

The Ness District Salmon Fishery Board (NDSFB) is a statutory body responsible for the protection and enhancement of salmon and sea trout fisheries in the Ness District. It was constituted under the 1862 and 1868 Salmon Fisheries Legislation, subsequently amended in the Salmon Act 1986 and the Salmon Conservation (Scotland) Act 2001 and more recently amalgamated under the Salmon and Freshwater Fisheries (Consolidation) (Scotland) Act 2003.

---

## Description of Role

The River Director/Chief Executive is responsible for the executive management of the Ness DSFB and as such is responsible for all work undertaken by them. The post holder reports directly to the Chairman of the Ness DSFB and is responsible for the achievement of the organisation's strategic and financial objectives.

---

## Responsibilities & duties

### General Responsibilities

- Ensure that the Ness DSFB has long-term strategies to meet their strategic objectives, and toward which they make consistent and timely progress;
- Provide leadership and advice in developing programmes, organisational and financial plans with Board members and staff. Ensure delivery of those plans and policies authorised by said board;
- Promote active and broad participation by volunteers in all areas of the organisation's work;
- Maintain official records and documents and ensure compliance with statute, good governance guidelines and codes of practice;

- Maintain a working technical knowledge of fisheries science, management and enforcement. Keep abreast of any significant developments and trends in the field;
- Ensure the provision of information that allows board members to make informed assessments of the potential impacts of development proposals, assess applications for scientific and other exemptions and to inform fisheries management activities; and
- Act as Clerk to the Ness DSFB.

### **Public Relations and communications**

- Ensure that board members are kept fully informed of the status of the organisation and any important factors influencing them;
- Publicise the activities and strategic objectives of the organisation;
- Establish good working relationships and cooperative arrangements within the Fishery Board network, Government agencies, community groups and other relevant organisations; and
- Represent the strategic objectives and points of view to the general public.

### **Staff Management**

- Be responsible for the recruitment, employment and release of all personnel from the Ness DSFB, both paid staff and volunteers;
- Ensure that job descriptions are developed, regular performance evaluations are held and that sound human resource practices are in place;
- Ensure that an effective management team, with appropriate provision for succession, is in place;
- Encourage and assist the personal development of full time, part time and voluntary staff; and
- Maintain a working environment which attracts, retains and motivates a diverse and high calibre team.

### **Budgeting and Finance**

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Ness DSFB finance committee and wider board members in preparing a budget and ensure that the organisation operates within budget guidelines;
- Ensure that adequate funds are available to permit the organisation to carry out their work; and
- Jointly, with the Chairman, conduct official correspondence on behalf of the organisations.

### **Fund Raising**

- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

---

## Skills and Background

The post holder is required to have a minimum of a degree or equivalent in a biological or environmental science, together with a post-graduate qualification. They must have an in-depth knowledge of freshwater, marine and estuarine resource management and the associated stresses, utilisation and conservation demand with a minimum of ten years' experience in the field. Further to this they must also be an experienced and capable line manager.

The following qualities are essential:

- Qualified to post graduate level in a biological or environmental subject;
- In-depth knowledge of freshwater, marine and estuarine resource management;
- Experienced in fund raising;
- Experienced in public relations and communication;
- Experienced in budgeting and finance, together with excellent project management skills;
- Excellent man-management skills;
- Demonstrable experience in report writing and review;
- Good working knowledge of Health & Safety at work and preparation of risk assessments;
- Competency in Microsoft Office packages;
- A full driving licence; and
- An ability and willingness to deal with members of the public and liaise with stakeholders.

The following qualities are desirable:

- Demonstrable ability to understand, design, organise and instigate scientifically robust work programmes;
- Experience in conducting robust field surveys;
- A working knowledge of geographic information systems;
- Demonstrated accreditation and experience in habitat and electrofishing surveys;
- Experience of delivering education to young people;
- Demonstrated continual professional development;
- Successful completion of the Institute of Fisheries Management (Scotland) Water Bailiff Course; and
- RYA Level 2 Powerboat Certificate.