

LENNOX ISLAND FIRST NATION

Commercial Fisheries Manager Job Description

The Lennox Island First Nation (LIFN) is a progressive PEI Coastal community that has gained a reputation for creative visioning and active management in all areas of its jurisdiction. Under the direction of the Executive Director of the Lennox Island Development Corporation, the Commercial Fisheries Manager oversees all operational and staffing aspects of the commercial fishery in Lennox Island. Responsibilities include financial management, operational management, and human resource management.

The Commercial Fisheries Manager is responsible for, but not limited to, the following responsibilities:

OPERATIONS MANAGEMENT

- < Manage the daily operations of the commercial fishery
- < Manage licenses for the following: communal lobster, snow crab, gaspereau, clam, rock crab, toad crab, eel, groundfish, herring, mackerel, mussel, quahaug, oyster, shark, silverside, squid, swordfish and tuna;
- < Develop and implement strategic five year plans for the fishery;
- < Oversee the “At Sea” mentoring program;
- < Identify opportunities for underutilized commercial licenses;
- < Identify opportunities for value added manufacturing of fish products;
- < Implement the Fisheries Management Software program;
- < Work with stakeholders to ensure objectives are prioritized and being met;
- < Identify and resolve any issues related to the daily operations of the commercial fishery.

FINANCIAL MANAGEMENT

- < Establish and maintain records and systems related to Fisherman’s Pride (a community owned company). This includes planning and allocation of all associated budgetary requirements;
- < Approve payment of expenses incurred by the commercial fisheries and staff members;
- < Recommend and implement protocol for approving payment of invoices and expenses;
- < Review monthly financial statements to compare actual to projected financial results;
- < Prepare financial reports and present to the LIDC Executive Director as required.

HUMAN RESOURCE MANAGEMENT

- < Manage all aspects of employee management including; recruitment and selection, training, performance management, health and safety, and separation;
- < Maintain and secure accurate and up-to-date information in employee files;
- < Maintain confidentiality in human resource issues and inform the LIDC Executive Director of any changes in employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- < Knowledge of provincial and federal fisheries policies as they relate to the commercial fishing industry;
- < Knowledge of industry markets and opportunities;
- < Ability to provide operational leadership and ensure projects move forward to achieve desired results;
- < Ability to manage field and vessel crews in an efficient and fair manner;
- < Ability to work independently within a policy framework set by elected leadership;
- < Ability to manage staff and develop positive working relationships;
- < Sound financial management and budgeting skills;
- < Ability to manage a broad set of relationships and resolve conflict and consensus among diverse stakeholder groups;
- < Strong verbal and written communication skills;
- < Organizational skills with an ability to multi-task;
- < Working knowledge of Microsoft Word and Excel;
- < Knowledge and appreciation of Mi'kmaq culture and an ability to work in a dynamic cross-cultural setting;

STATEMENT OF QUALIFICATIONS

- < Post-Secondary Degree or Diploma in Business Administration or a relevant discipline *and/or* a combination of education and significant experience in a related field;
- < 3-5 years experience in the seafood industry with a proven track record of success in a management role;
- < Hands-on experience in an East Coast commercial fishery;
- < Hands-on experience in vessel maintenance and operation;
- < Knowledge and/or experience working within an Aboriginal community will be considered an important asset but is not a prerequisite.
- < Experience in the marketing and/or value added manufacturing of fish products is ideal but is not a pre-requisite.