



## Position Description

### New Zealand Rock Lobster Industry Council

Position: **CHIEF OPERATING OFFICER**

Reports to: Chief Executive Officer

Location: Wellington

Date: December 2019

## About Us

The NZ Rock Lobster Industry Council (NZ RLIC) represents the rock lobster industry in New Zealand. It is an umbrella organisation for nine commercial stakeholder organisations (CRAMACs) operating in each of the rock lobster management areas of New Zealand. The rock lobster industry contribution to research and management is extensive and positive. We are firmly committed to research and development, and we take a lead role in managing this valuable resource.

NZ RLIC works with Government agencies to develop and implement credible standards and specifications to enable direct purchase of a range of fisheries services.

As the central service agency for the rock lobster industry, it is our role to liaise with government, non-commercial groups, Iwi, media, environmental groups and other marine stakeholders on behalf of our fisheries and in our constituents' best interests.

A major role of the NZ RLIC is to address management issues and disseminate information from Government agencies to industry and facilitate appropriate responses. The NZ RLIC also works closely with other seafood sector representative groups and external service providers to achieve fisheries management objectives with a national focus.

## Statement of Intent

- To ensure that all legitimate extractive users have fair and equitable access to rock lobster fisheries and fishing grounds.
- To support responsible commercial harvests within the constraints of the Total Allowance Commercial Catch (TACC) and the provisions of fisheries legislation.
- To maximise the economic and social benefits able to be derived by the industry from the available harvesting opportunities.
- To respect and protect the rights of individuals whilst acknowledging individual and collective responsibilities and obligations.



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**Key Responsibilities**

<p>Strategic Management</p>	<ul style="list-style-type: none"> <li>• Jointly with the Chief Executive Officer (CEO), work to develop and influence public policy in the best interests of rock lobster fisheries and the fishing industry; oversee the delivery of high quality services to the rock lobster industry; and provide objective policy and scientific advice to the Minister for Primary Industries and fishery management forums to a high standard.</li> <li>• Be responsible initially to the CEO of the NZ RLIC. The COO will also support and work with the NZ RLIC Board who make key decisions on the direction and operation of NZ RLIC. Work with the CEO to report regularly to the NZ RLIC Board on progress with business plan implementation.</li> <li>• Work constructively and build relationships with rock lobster industry stakeholders, government agencies including MPI; rights holders within the rock lobster industry; other seafood industry representative entities and organisations, recreational and ENGO sector organisations, Te Ohu Kaimoana and iwi, international agencies, consumers, and the public of New Zealand.</li> <li>• The COO will support the CEO in developing and implementing the NZ RLIC business plan and operations inclusive of providing support services to a network of regional rock lobster stakeholder organisations (CRAMACs).</li> <li>• Input to communications, including website composition, to respond to issues and inform the public about the constructive role the industry plays in rock lobster fisheries management.</li> <li>• Work within a small close-knit team of 3-4 that works collaboratively; will be required occasionally to deputise for the CEO in areas of representation, management and governance.</li> </ul>
<p>Policy and operational management</p>	<ul style="list-style-type: none"> <li>• Research, source, and document relevant background material and compile discussion documents, and policy analysis and responses to regulatory issues for the consideration of the CEO and the NZ RLIC Board.</li> <li>• Provide informed and professional submissions, representation and advocacy when required.</li> <li>• Support decisive actions and response to issues of importance to rock lobster fisheries management including by promoting and facilitating best practice in fisheries management and harvesting of rock lobster stocks.</li> <li>• Implement all agreed projects and manage contracts and professional relationships in a manner that is consistent with the NZ RLIC policy and the relevant project specifications.</li> <li>• Undertake and complete all projects under his/her control within specified timetables and budgets.</li> <li>• Support members of the NZ RLIC and CRAMACs with timely, accurate, and reliable information, and develop responses and initiatives, as requested by them.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Address applications, provide input into and contract for technology used in fisheries management.</li> </ul>
Contracted Services	<ul style="list-style-type: none"> <li>• Manage specified contractual obligations entered into by the NZ RLIC on behalf of the CEO, including for elective research and monitoring and ensure a safe working environment.</li> <li>• Ensure that the contracted services provided to the NZ RLIC are consistent with its immediate and long-term needs and aspirations.</li> <li>• Support NZ RLIC maintaining a world class science team and the delivery of multi-year rock lobster stock monitoring and stock assessment research services to Government and other clients.</li> <li>• Monitor and report on primary and other research streams related to environmental and economic performance of the New Zealand lobster industry.</li> <li>• Coordinate elective research projects sponsored and initiated by CRAMACs.</li> </ul>
Representation, Advocacy and Communication	<ul style="list-style-type: none"> <li>• Ensure that the New Zealand rock lobster industry is actively promoted and perceived in a positive and constructive manner and ensure that all public statements and media releases are consistent with the NZ RLIC policy.</li> <li>• Support NZ RLIC's actions to foster, protect, and enhance property rights, including rights of access to fishing grounds and to equitable shares of stock abundance, and the economic and social wellbeing of the rock lobster industry.</li> <li>• Support NZ RLIC acting as a strong cohesive national voice for industry that brings together fishers and quota owners and work alongside government and other fishery stakeholders to improve the public understanding and support of sustainable rock lobster fisheries and their economic and social contribution.</li> <li>• Encourage, inform, coordinate and facilitate the nine CRAMACs in support of their annual Business Plans.</li> <li>• Support NZ RLIC provision of information and advice and promote the interests of the rock lobster industry at large through occasional print and electronic publications, articles in journals, newsletters to industry participants, promotional materials for schools and community groups, the <a href="http://www.nzrocklobster.co.nz">www.nzrocklobster.co.nz</a> website and participation at conferences and seminars including contributions to international workshops and publications.</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• On behalf of NZ RLIC, foster and facilitate positive relationships with other seafood sector representative groups, Government agencies, iwi, and as required with NGOs and community organisations having an interest in the marine environment.</li> </ul>



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Administration	<ul style="list-style-type: none"><li>• Take delegated responsibility for the financial management of certain of the NZ RLIC affairs, the recording of financial transactions and provision of accurate financial reports when required to do so by the CEO or NZ RLIC.</li><li>• Manage commodity levies, and input to annual cost recovery processes.</li><li>• Ensure high standards of health and safety management personally and by staff.</li><li>• Undertake other duties as reasonably required by the CEO or Board from time to time.</li><li>• Maintain the confidentiality of commercially sensitive information derived from the rock lobster industry and agree that no private business transactions will be entered into where it could be construed that the employee's access to such information gave commercial advantage.</li><li>• Agree that he/she will not advise on or undertake commercial transactions on his/her own behalf in relation to NZ rock lobster fisheries that would be in conflict with the business or the interests of the NZ RLIC or any of the CRAMACs.</li><li>• Ensure that in all business both private and on behalf of the NZ RLIC that actions do not bring the NZ RLIC into disrepute.</li><li>• Agree that the ideas, techniques and inventions developed during the course of this employment that pertain to the New Zealand rock lobster industry, shall be the sole property of the NZ RLIC unless otherwise agreed between the parties.</li></ul>
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## Key Relationships

- NZ RLIC Board
- CRAMACs
- Rock Lobster fishers and Quota Share Owners
- NRLMG
- MPI
- Sector Representative Entities
- Te Ohu Kaimoana and Iwi
- Seafood NZ
- Government agencies
- Recreational and Environmental NGOs
- Community Organisations
- Public of New Zealand