



## Job Description

| <b>JOB POSITION</b>  |  |
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| Job Title: Inspection Programme Administrator                  |  |
| Department: Administration                                     |  |
| Location: Inverness  |  |
| Starting salary: £17-18 depending on experience                |  |
| <b>ORGANISATION STRUCTURE</b>                                  |  |
| Responsible to: Schemes Administrator                          |  |
| Responsible for: There are no staff reporting to this position |  |
| <b>JOB PURPOSE</b>   |  |
| To:  |  |
|  | <ol style="list-style-type: none"><li>1. Ensure the efficient and timely scheduling of on site audits by FCI's inspection workforce.</li><li>2. To provide administrative support to the operation of the company's inspection and reporting database.</li><li>3. Provide administrative input to relevant third party reporting databases.</li><li>4. Provide administrative assistance where required to the MSC Sustainable Fisheries assessment department.</li></ol>  |
| <b>MAIN RESPONSIBILITIES AND ACTIVITIES</b>                    |  |
| <u>Main Duties</u>   |  |
| Assist the Certification Schemes Administrator to:             |  |
|  | <ul style="list-style-type: none"><li>• Schedule and allocate on site audits for the FCI inspection and assessment teams</li><li>• Liaise with FCI clients and inspectors in confirming dates for on site audits</li><li>• Allocation of inspections on the relevant databases</li><li>• Liaison with inspectors to ensure successful completion of inspections.</li><li>• Input and maintain information held in FCI's and other Inspection and Reporting Databases including the FCI web site Members Area</li><li>• Create, amend and issue relevant certificates of approval</li><li>• Assist where required with the organisation of the Fishery Assessment Site Visits</li><li>• Assist in the operation and maintenance of all relevant FCI administrative systems and procedures</li></ul> |
| <b>KEY SKILLS &amp; EXPERIENCE:</b>                            |  |
|  | <ul style="list-style-type: none"><li>• Further education qualification preferable</li><li>• IT / database literate including MS Office programs</li><li>• Administration experience plus working with databases</li><li>• Ability to plan and coordinate under pressure</li><li>• Must have good time management and communication skills</li><li>• Proven language and written abilities in English essential</li><li>• Other languages welcomed.</li><li>• Good geographical knowledge of Scotland</li></ul>  |
| Prepared By: Martin Gill                                       | Date: 25.06.10   |