



Position details

Position:	Data Administration Officer
Position type:	General Services Grade 4
Position term:	Full time (75 hours per fortnight) 18-month contract
Reports to:	Fisheries Monitoring and Compliance Manager
Position purpose:	To enter fishery monitoring and other data into CCAMLR data systems.
Key results:	Data submitted by Members are uploaded into CCAMLR databases in a timely manner, validated and corrected where necessary, in accordance with established procedures.

Delegated Authority

Level of autonomy:	The position will operate under general direction from the Fisheries Monitoring and Compliance Manager and will be expected to perform straightforward to moderately complex work often within area of speciality, technical or professional competence.
Delegations:	The Data Administration Officer will plan and organise for results within their duties and areas of responsibilities and will coordinate and contribute to projects and other activities as directed by the Fisheries Monitoring and Compliance Manager
Representing CCAMLR:	The position will have some responsibilities in representing CCAMLR – servicing queries from and liaising with Members as directed and dealing with queries from relevant other parties within CCAMLR

Responsibilities and duties

Administer the receipt, processing, validation, correspondence with data providers, and quality assurance of fishery monitoring data (catch and effort reports, haul by haul data, scientific observer data) submitted to the Secretariat in accordance with established procedures

- Assist with the in-season monitoring of CCAMLR fisheries and related reporting – tasks include assisting with the annual updating of the fishery monitoring system and routine processing of catch and effort reports, preparation of fishery updates, monitoring vessel entry and exits in management areas. Generate draft Fishery Monitoring Catch Reports for approval and distribution and support Secretariat fishery monitoring and closure consistent with CCAMLR's Conservation Measures.
- Routine processing, upload and quality assurance of haul-by-haul data (C1, C2 and other C-data), Scientific observer data, and other scientific data as assigned by the Science Manager.
- Support the upload and quality assurance of compliance related data submissions including routine processing of transshipment notifications and vessel movement notifications. Assist with processing of other Fisheries Monitoring and Compliance (FMC) related data submissions as operations require. This will be supported as needed by members of the FMC team during peak fishing activity.

	Provide administrative support regarding the registry of CCAMLR data, associated data correspondence, data tables and metadata. Draft feedback and reports to management on the consistency of data submissions with CCAMLR Conservation Measures and other routine data reporting requirements.
	Participate in Secretariat-wide initiatives relating to the on-going development of CCAMLR's data management systems including assisting with implementation of fishery monitoring data ETL processes.
	Provide administrative, technical and logistical support prior to, and during the meetings of the Commission, Scientific Committee, and subsidiary bodies as needed.
	Provide assistance to other sections within the Secretariat throughout the year as duties allow, and other duties as assigned

Selection Criteria

Academic and other qualifications

Essential:	Tertiary or vocational (Certificate/Diploma) qualification in a relevant discipline. Equivalent relevant experience may also be considered
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Work experience and skills

Essential:	Minimum three years of relevant experience in a similar role.
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Technical/functional skills

Essential:	Data entry and processing experience using various software systems High level computer literacy Excellent Microsoft Office skills, particularly MS Access and Excel for the data entry, processing, quality, validation extraction and presentation.
Desirable:	Basic knowledge of SQL to work on routine database queries Knowledge of R coding language and technical competence to embrace new software and new systems

Other qualities or behaviours

Support the broad mission and goals of the Secretariat
A high level of ability to interact with management and staff
Detail oriented with strong attention to detail
Excellent written and verbal communication skills
Results focus
Strong teamwork skills
Effective at building good working relationships
Contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace

Relationships

Position will work closely with the FMC Manager with ongoing support and supervision and will be a member of the CCAMLR FMC team.
Position will work closely with the Science Manager and Science team in delivery of science data upload needs
Position will work closely with other sections as directed.
Position will work with Member data submissions routinely

Other information

All members of staff must adhere to CCAMLR's Staff Regulations and all other policies and procedures

Flexibility of working hours is required during the peak fishing season and CCAMLR's annual meeting cycle

The successful candidate will need to obtain a National Police check

The successful candidate will be required to undergo a medical clearance

Salary, benefits and other working conditions

Salary: A generous salary will be offered

Other benefits: Provided according to CCAMLR Staff Regulations

Hours of work: 37.5 hours per week

Location: Hobart, Tasmania, Australia

Probation: Three months

Performance review period: Every six months
