



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

Last Update: 5 April 2023

IPHC Compendium of Position Descriptions

Seattle, WA, USA

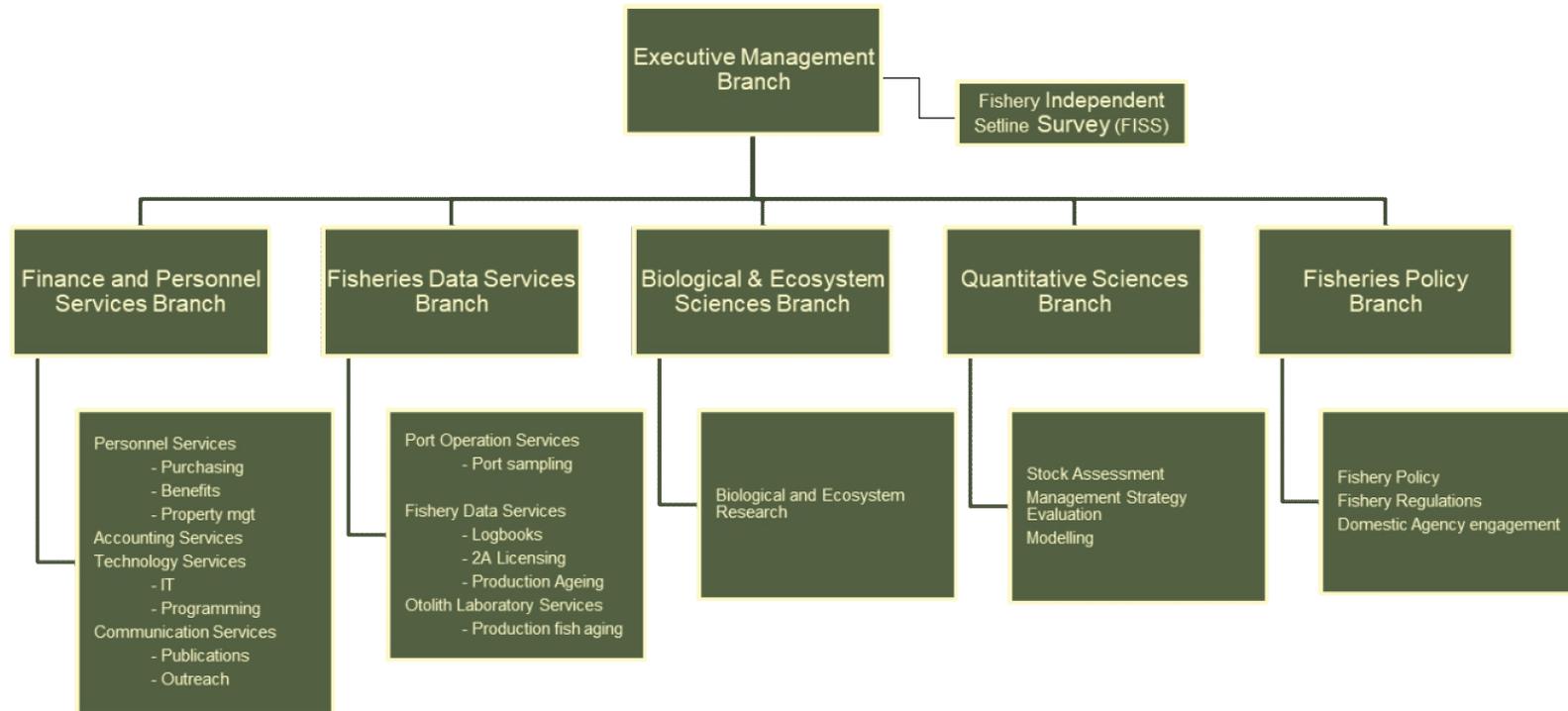


LIST OF DOCUMENTS FOR THE COMPENDIUM OF POSITION DESCRIPTIONS

	Title	Availability
IPHC-PD-0-00	List of Position Descriptions	✓ 28 June 2022
IPHC-PD-0-01	IPHC Secretariat Structure/Functions	✓ 28 June 2022
1-Executive Branch		
IPHC-PD-1-01	Executive Director	✓ 18 Jan 2022
IPHC-PD-1-02	Assistant Director	✓ 1 Nov 2021
2-Quantitative Sciences Branch (QSB)		
IPHC-PD-2-01	Quantitative Scientist (Stock Assessment)	✓ 27 June 2022
IPHC-PD-2-02	Quantitative Scientist (Management Strategy Evaluation)	✓ 7 July 2022
IPHC-PD-2-03	Quantitative Scientist (Biometrician)	✓ 29 June 2022
3-Fisheries Policy Branch (FPB)		
IPHC-PD-3-01	Branch Manager (FPB)	✓ 27 June 2022
04-Fishery-Independent Setline Survey (FISS)		
IPHC-PD-4-01	Setline Survey Coordinator	✓ 4 Feb 2022
IPHC-PD-4-02	Setline Survey Specialist (HQ)	✓ 4 Feb 2022
IPHC-PD-4-03	Setline Survey Specialist (Field)	✓ 10 Nov 2022
5-Finance & Personnel Services Branch (FPSB)		
IPHC-PD-5-01	Administrative Coordinator	✓ 1 Feb 2023
IPHC-PD-5-02	Administrative Specialist/Communications	✓ 3 Aug 2021
IPHC-PD-5-03	Administrative Specialist	✓ 4 April 2023
IPHC-PD-5-04	Administrative Specialist Accounting	✓ 1 April 2022
IPHC-PD-5-05	Communications Coordinator & Research Biologist	✓ 2 May 2022
IPHC-PD-5-06	Communications Specialist	✓ 4 April 2023
IPHC-PD-5-07	Lead IT Specialist (INFOSEC/SysAdmin)	✓ 4 May 2022
IPHC-PD-5-08	Information Technology Specialist (Application Developer)	✓ 1 June 2022
6-Biological & Ecosystem Sciences Branch (BESB)		
IPHC-PD-6-01	Branch Manager (BESB)	✓ 27 June 2022
IPHC-PD-6-02	Research Scientist – Life History Modeler I (Epigenetics)	✓ 27 June 2022
IPHC-PD-6-03	Research Biologist (Morality and Survivorship)	✓ 27 June 2022

IPHC-PD-6-04	Research Biologist (Genetics)	✓ 27 June 2022
IPHC-PD-6-05	Research Biologist	✓ 30 June 2022
IPHC-PD-6-06	Biological Science Laboratory Technician	✓ 27 June 2022
<i>7-Fisheries Data Services Branch (FDSB)</i>		
IPHC-PD-7-01	Branch Manager (FDS)	✓ 22 Nov 2021
IPHC-PD-7-02	Port Operations Coordinator	✓ 7 Jan 2022
IPHC-PD-7-03	Fisheries Data Specialist (Field)	✓ 31 Oct 2022
IPHC-PD-7-04	Fisheries Data Coordinator	✓ 24 May 2022
IPHC-PD-7-05	Fisheries Data Specialist (HQ-GIS)	✓ 27 June 2022
IPHC-PD-7-06	Fisheries Data Specialist (HQ)	✓ 6 June 2022
IPHC-PD-7-07	Otolith Lab Technician (Snr)	✓ 27 June 2022
IPHC-PD-7-08	Otolith Lab Technician	✓ 16 June 2022

IPHC Secretariat Structure/Functions





1-Executive Branch





EXECUTIVE DIRECTOR

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Executive Director position description is that which is prescribed in the IPHC Rules of Procedure, and as determined by the Commission. The current description is as follows:

IPHC Rules of Procedure (2022)

Rule 13 – Functions of Executive Director and Assistant Director

1. The Commission shall appoint an Executive Director who shall be the ex-officio Secretary of the Commission, and whose tenure and rate of remuneration shall be determined by the Commission, in general agreement with U.S. Civil Service guidelines, based on the modified IPHC-GS15, 13 step scale as used by the IPHC. The duties of the Executive Director shall be:
 - a) To sign on behalf of the Commission all official communications to the Contracting Parties, unless signed by the Chairperson or otherwise directed by the Commission;
 - b) To receive and transmit to the Commissioners communications from the Contracting Parties as required;
 - c) To keep the records of meetings and to prepare reports thereof for transmission to the Contracting Parties, Commissioners, and others concerned, including Observers and the general public via the Commission's website or other electronic communication means approved by the Commission, after approval by the Chairperson;
 - d) To maintain the official files of the Commission, including documentation of Commissioner appointments and records of voting actions taken;
 - e) To perform such other duties and functions as are set forth in these Rules or as may be assigned to the Executive Director by the decision of the Commission or the Chairperson;
 - f) To be responsible for the development and periodic review of the IPHC Employee Manual and associated Staff Regulations contained within, in line with international best practice;
 - g) To appoint members of the Staff to the positions established by the Commission, grant promotions and in-grade increases, manage the Staff's activities, and enforce Staff regulations;



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

- h) To fix the rate of remuneration of the Staff in general agreement with U.S. Civil Service guidelines, based on the modified IPHC-GS1-15, 13 step scale as used by the IPHC;
 - i) To be responsible to the Commission for the management of its office and for the budgeting, receipt, and disbursement of all monies received by the Commission, pursuant to the IPHC Financial Regulations established by the Commission;
 - j) To make all necessary arrangements and prepare agendas for Commission meetings;
 - k) To direct the scientific investigation program approved by the Commission;
 - l) As requested by the Commission, to recommend structure and/or membership for the subsidiary bodies established by the Commission;
 - m) To facilitate communication between the Commission and its subsidiary bodies as well as communication among the subsidiary bodies themselves.
2. The Executive Director shall recruit and appoint an Assistant Director (Chief Operations Officer), under the guidance of the Commission.
3. In fulfilling their functions, the Executive Director and the Secretariat staff shall not act in any manner that is incompatible with the objectives and provisions of the Convention, these Rules, or the Staff Regulations contained within the Employee Manual, nor shall they use their position to benefit financially from Commission activities. They shall also maintain as confidential, while they are employed by the Commission and thereafter, any confidential information they obtain or to which they have access during their employment.



ASSISTANT DIRECTOR

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Assistant Director serves as the primary assistant to the International Pacific Halibut Commission (IPHC) Executive Director, providing executive management oversight and leadership for the internal operations of the organisation, including but not limited to, finance, personnel, accounting, and technology services. The Assistant Director also manages the day-to-day internal activities of the organization, including human resource issues, and coordinates the development of, and oversees the implementation of, IPHC policies and procedures. The Assistant Director provides leadership and direction for IPHC employees, and acts for the Executive Director when absent.

The Assistant Director also serves as the Branch Manager (a.i.) for the Finance and Personnel Services Branch (FPSB). The FPSB delivers services for finance, personnel, communications, and technology. In this capacity, the Assistant Director provides leadership and executive management oversight to a supervisory team who manage the personnel, accounting, communications, and technology sections, to insure IPHC activities, policies and procedures align with international best practices and standards.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
 - 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC's financial interests and activities.
 - 2) Lead and Assist with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives.
 - 3) Assist in the development of goals and objectives for IPHC employees, resolving human resource conflicts, and collaborating with the Executive Director in developing and implementing tools to encourage a healthy workplace.
 - 4) Perform the duties of the Executive Director when the Executive Director is absent.

- II.** Provide executive management oversight and leadership for the internal operations of the organisation, including but not limited to:
 - 1) Executive officer for accounting, personnel, communications, and technology services;



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- 2) Serve as the primary operations point of contact for Contracting Parties (e.g. contracts, contribution payments, meeting logistics);
- III.** Provide leadership and guidance through planning and execution of operational cross-branch teams and internal committees:
- 1) Lead the development of internal Secretariat team and committee goals and objectives to meet internal IPHC Secretariat priorities;
 - 2) In collaboration with the Executive Director, coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 4) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in the Pacific halibut industry.
- IV.** Managerial oversight, and to serve as Branch Manager (a.i.), for the Finance and Personnel Services Branch (FPSB), which includes:
- 1) Managerial oversight of the four (4) service sections within the Finance and Personnel Services Branch: personnel, accounting, communications, and technology services;
 - 2) Managerial responsibility for all aspects of accounting, auditing and other financial or related functions to ensure the financial integrity of the Commission. In collaboration with the Executive Director, the incumbent is responsible for the preparation of financial reporting for the Commission;
 - 3) In conjunction with the Management Team, prepares operational budgets, maintains, develops and establishes procedures for the budget and accounting process, according to policies and procedures established by the Commission and Executive Director;
 - 4) Appraise the Management Team of personnel, accounting, communication, and technology factors, influences, and events that affect the operation of the IPHC, its interests, and activities;
 - 5) Provide leadership and guidance through planning and execution of cross-branch teams and committees, through the development of team and committee goals and objectives to meet IPHC priorities.
- V.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 2) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's Senior Management Team;



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- 3) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 4) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 5) Members of the Executive Branch are prohibited from holding any interest in the Pacific halibut industry.

Secondary Duties

I. Advise and assist in carrying out IPHC activities, including but not limited to:

- 1) Controls and supervises proper accounting and records of operational and special budgets;
- 2) Manages cost control practices and cash flow;
- 3) Coordinates and participates in internal and external audits;
- 4) Lead and Assist with the preparation of personnel, accounting, communication, and technology policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
- 5) Interprets, implements, develops and/or recommends changes to rules, regulations, policies and procedures set forth by the Commission;
- 6) Directs and performs a variety of complex accounting duties, utilizing a professional knowledge of accounting principles and procedures in carrying out assignments;
- 7) Supervise the development and administration of contracts and agreements between the IPHC and employees, contractors and other agencies.

II. Manage the support of well-organized and productive meetings of the Commission and its subsidiary bodies;

III. Monitor and suggest improvements to IPHC employees training and development. In particular, oversee the orientation, training, and integration of new supervisory staff;

IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

Required:

- 1) Master's degree in at least one of the following: Business Management, Administration, Finance, or other related field;
- 2) At least ten years' of progressively increasing experience in managing large, multi-million-dollar operations;



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- 3) At least ten years' of progressively increasing experience in the successful direction and supervision of personnel;
 - 4) Proven ability to effectively communicate in written and oral presentations to varied audiences;
 - 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of subject matter;
 - 6) Ability to prepare statements of work for analyses and evaluate performance;
 - 7) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 8) Demonstrated capacity to foster a positive work environment, and proven ability to maintain high morale among reporting staff members.

Highly desired:

- 1) Experience in personnel policy and management;
- 2) Experience in financial and contract management;
- 3) Proven and effective analytical and problem-solving abilities;
- 4) Proven and effective communication skills, including interacting with the public;
- 5) Demonstrated capacity to work with and within a diverse stakeholder community.



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

2-Quantitative Sciences Branch (QSB)

2-01 Quantitative
Scientist
(Stock Assessment)

2-02 Quantitative
Scientist
(MSE)

2-03 Quantitative
Scientist
(Biometrician)



**QUANTITATIVE SCIENTIST (STOCK ASSESSMENT)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Stock Assessment) serves as the primary lead for IPHC stock assessment activities by the Commission. The incumbent is responsible for working with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with stock assessment needs and timing. The incumbent conducts the stock assessment analyses each year (or as needed), working closely with the other quantitative scientist positions to ensure results are complete and available for the IPHC's meeting and decision-making. Presents results to the Commission, subsidiary boards and stakeholders, both formally and informally. Conducts research in support of the IPHC's research program, as well as in the general field of stock assessment and fisheries methods.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Lead the Stock Assessment activities of the IPHC to inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches to ensure all data needed for the annual stock assessment are collected and summarised to support use in the stock assessment process;
 - 4) Conducting the stock assessment and preparing results for dissemination, often on a very limited timeline between data availability and management needs;
 - 5) Identifying and implementing routine improvements to analytical and communication methods;
 - 6) Providing additional management-supporting analyses for Commission use, on request;



- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
 - 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.

- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
 - 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries Stock Assessment or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing stock assessments at national or international levels;
- 3) Knowledge of the theories, principles, and methods of conducting fisheries stock assessments and demonstrated ability to apply these to derive successful research outcomes.



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- 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 5) Proven track record of high-level publications in the peer-reviewed literature.
 - 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 7) Ability to prepare statements of work for analyses and evaluate performance;
 - 8) Proven and effective analytical and problem-solving abilities;
 - 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Programming experience in one or more languages;
- 3) Track record of securing external funding through competitive grant applications.



**QUANTITATIVE SCIENTIST (MANAGEMENT STRATEGY EVALUATION)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Management Strategy Evaluation) serves as the primary lead for IPHC management strategy evaluation (MSE) and harvest strategy activities by the Commission. The incumbent is responsible for working with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with MSE needs and timing, and that the MSE incorporates current knowledge. The incumbent conducts MSE analyses as needed, working closely with the other quantitative scientist positions to ensure results are consistent with the IPHC stock assessment and complete and available for the IPHC's meeting and decision-making. The incumbent also organizes and interacts with the Management Strategy Advisory Board (MSAB) and presents results to the Commission, subsidiary boards and stakeholders, both formally and informally. Additionally, research is conducted in support of the IPHC's research program, as well as in the general field of stock assessment and fisheries methods.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population and fishery dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Lead the Management Strategy Evaluation (MSE) activities of the IPHC to inform management through:
- 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches and quantitative scientists to ensure all data and outputs needed for MSE analyses are collected, available, and summarised to support use in the MSE process;
 - 4) Conducting the MSE and preparing results for dissemination within the annual IPHC meeting schedule;
 - 5) Organizing Management Strategy Advisory Board info sessions and meetings, and interacting with stakeholders as directed by the Commission;
 - 6) Identifying and implementing routine improvements to analytical and communication methods;



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- 7) Providing additional management-supporting analyses for Commission use, on request;
- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
- 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries Quantitative Analysis or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing stock assessments or MSE at national or international levels;



- 3) Knowledge of the theories, principles, and methods of conducting closed-loop simulations and demonstrated ability to apply these within an MSE framework to derive successful research outcomes;
- 4) Programming experience in one or more languages;
- 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 6) Proven track record of high-level publications in the peer-reviewed literature.
- 7) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 8) Ability to prepare statements of work for analyses and evaluate performance;
- 9) Proven and effective analytical and problem-solving abilities;
- 10) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 11) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Track record of securing external funding through competitive grant applications.



**QUANTITATIVE SCIENTIST (BIOMETRICIAN)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Biometrician) serves as the primary lead for the annual analysis of fishery-independent survey data to estimate Pacific halibut density trends and stock distribution for the Commission. The incumbent works with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with stock assessment and other scientific needs and timing. The incumbent conducts annual analysis of fishery-independent survey data to estimate Pacific halibut density trends and stock distribution, working closely with the other quantitative scientist positions to ensure results are complete and available for the IPHC meetings and decision-making process. Presents results to the Commission, subsidiary bodies and stakeholders, both formally and informally. Conducts research in support of the IPHC's research program, as well as in the general field of statistical methodology related to fisheries data.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Lead the Stock Assessment activities of the IPHC to inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches to ensure all data needed for annual fishery-independent survey data analysis, including production of stock assessment inputs and stock distribution estimation, are collected and made available in a timely manner;
 - 4) Conducting statistical analysis of fishery-independent survey data, preparing results for dissemination, often on a very limited timeline between data availability and management needs;
 - 5) Lead the process for design and review of the annual IPHC fishery-independent setline survey, in collaboration with other branches and quantitative staff;



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- 6) Work closely with the Fisheries Data Services Branch to ensure representative sampling of commercial offloads, and that the data obtained from this program meets stock assessment and other scientific needs;
 - 7) Identifying and implementing routine improvements to analytical and communication methods;
 - 8) Providing additional management-supporting analyses for Commission use, on request;
- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
- 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Statistics, Quantitative Fisheries or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and undertaking statistical analyses in biology, ecology and/or fisheries;
- 3) Knowledge of the theories, principles, and methods of statistics as applied to biology, ecology and/or fisheries and demonstrated ability to apply these to derive successful research outcomes.
- 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 5) Proven track record of high-level publications in the peer-reviewed literature.
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 7) Ability to prepare statements of work for analyses and evaluate performance;
- 8) Proven and effective analytical and problem-solving abilities;
- 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Track record of securing external funding through competitive grant applications.



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

3-Fisheries Policy Branch (FPB)

3-01 Branch
Manager
(FPB)



**BRANCH MANAGER
FISHERIES POLICY BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Policy Branch (FPB) Manager serves as the primary assistant and advisor to the IPHC's Executive Director on all fisheries policy matters and provides advice and expertise on socio-economic aspects of Pacific halibut fisheries. In doing so, the FPB manager will provide advice, consultation, guidance, and review of fishery regulations and policies proposed to, or implemented by, the IPHC.

The incumbent is expected to ensure all Branch activities, policies and procedures align with international best practices and standards. The FDB manager is required to work collaboratively across all IPHC branches.

The FPB is a hybrid branch in that all staff working on activities under its mandate, are currently situated within other branches, and have percentages of their time assigned to FPB activities. Thus, the FPB manager is required to work collaboratively across all IPHC branches, and in particular to coordinate staff time usage with managers from area areas.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Advise on fisheries policy and socio-economic principles, compliance with IPHC guidance on fisheries policy issues, or the effects of proposed actions, including:
 - 1) Analyze potential impacts of proposed regulatory and policy changes in support of IPHC initiatives to develop and modify management regimes for the Pacific halibut throughout the Convention Area;
 - 2) Advise the Executive Director, the broader Management Team, and Commissioners, on the socio-economic aspects of marine conservation and management issues or policies relevant to Pacific halibut;
 - 3) Prepare statements of work, and assist in monitoring contracts for fisheries policy and other related work;
 - 4) Work closely with the Quantitative Sciences Branch to ensure that policy and other related factors and activities are integrated across IPHC activities;
 - 5) Act as the fisheries policy point of contact for the Contracting Parties.



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- II.** Prepare written analyses of the policy implications, costs, benefits, and other impacts of proposed IPHC Fishery Regulations or policies on affected individuals and entities, including:
- 1) Prepare policy regulatory impact reviews, regulatory flexibility analyses, or other analyses of proposed IPHC Fishery Regulations or policies;
 - 2) Prepare analyses consistent with fisheries policy and other principles and theory, and IPHC guidance;
 - 3) Present the results of policy and other analyses to the IPHC, its subsidiary bodies, other groups, or the public, as appropriate;
 - 4) Manage projects and competing priorities to complete analysis reviews within established deadlines.
- III.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a fisheries policy and other perspective;
 - 2) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** Develop and maintain an informed awareness of using socio-economic analyses for fisheries policy development globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Master's degree in at least one of the following: Fisheries Policy, or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing large-scale fisheries policy and/or related projects in a multi- or bi-lateral context;
- 3) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to the development of new methods and approaches;
- 4) Proven ability to analyze the fishery and other impacts of proposed fishery regulations or policy changes;
- 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 7) Ability to prepare statements of work for analyses and evaluate performance;
- 8) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 9) Demonstrated capacity to foster a positive work environment.

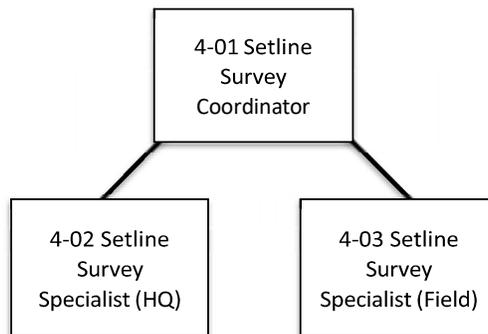
Highly desired:

- 1) Doctorate degree in at least one of the following: Fisheries Policy, or other relevant field;
- 2) Experience in the provision of socio-economic input and analysis in the formulation of fisheries management measures and/or policy development;
- 3) Experience in staff management;
- 4) Proven and effective analytical and problem-solving abilities;
- 5) Demonstrated capacity to work with and within a diverse community.



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

4- Fishery-Independent Setline Survey (FISS)





**SETLINE SURVEY COORDINATOR
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Setline Survey Coordinator position is responsible for directing and overseeing the Fishery Independent Setline Survey (FISS), including supervision of staff, operations, logistics, data analysis and documentation for the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** This position oversees operations and logistics for the FISS and other IPHC research projects on IPHC-contracted vessels.
- II.** Directs the completion and accuracy of all data reconciliations to meet IPHC data deadlines and complete FISS reports.
- III.** Works with other staff to ensure that database design incorporates appropriate access, growth capabilities, and reporting structures for fisheries-independent and research data.
- IV.** Responsible for adherence to FISS design and sampling procedures.
- V.** Responsible for adherence to IPHC policies, budgets and processes and that they are well documented.
- VI.** Supervises Setline Survey Specialists (3 at HQ and up to 35 in the field) who support the FISS and are responsible for fish sales, for bait and gear logistics, for acquiring necessary permits, and for data management.
- VII.** Evaluates and inspects new FISS vessels; researching requirements and ensuring adherence to applicable Federal and State or Provincial fisheries, customs, and enforcement regulations.
- VIII.** This position handles all routine matters concerning FISS objectives and priorities. Issues relating to IPHC policy in these matters are handled in consultation with the Executive Branch. The Setline Survey Coordinator, working with other FISS staff, assists with the training of FISS field staff.



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- IX.** Ensures in-office coverage for field staff operations by FISS headquarters staff during business hours and for emergencies throughout the FISS season. This includes weekends and holidays as necessary to coordinate vessel activities. Cell phone coverage will be shared on a rotating basis in-season. If necessary, the Setline Survey Coordinator, may be required to substitute for field staff in case of unexpected emergency.
 - X.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
 - XI.** Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.

Secondary duties

- I.** This position may oversee operations and logistics for IPHC Secretariat staff on the National Oceanic and Atmospheric Administration (NOAA) Fisheries trawl surveys.
- II.** May be required to go to sea on IPHC-contracted vessels periodically. The goal is to allow the FISS staff to each go out on a FISS vessel every few years to maintain current knowledge and experience of field operations.
- III.** May travel to ports periodically. The goal is to meet IPHC-contracted vessels and/or to allow all FISS staff to have the opportunity to understand and have current knowledge of vessel offload operations in the Pacific halibut fishery. Also, port tours allow the Setline Survey Coordinator an opportunity to formally meet individuals and organizations that are involved in FISS operations in person to assist in cultivating positive working relationships.
- IV.** This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows.
- V.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VI.** This position may involve work in a storage facility and workshop environment involving moderate physical activity, when assisting FISS staff. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.
- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Proven experience in supervising staff working in remote localities;
- 4) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 6) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with FISS field staff in remote locations;
- 7) Proficiency with Microsoft Office Suite, SQL and relational databases.



**SETLINE SURVEY SPECIALIST (HEADQUARTERS)
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Setline Survey Coordinator, the Setline Survey Specialist positions are responsible for services and support of the IPHC's Fishery-Independent Setline Survey (FISS) and other IPHC research projects. The Setline Survey Specialists will act as the lead on one or more organizational services or FISS functions including, but not limited to, Fish Sales, Data Reconciliation, Bait, Gear, and Field Support. This position requires flexibility in completing work assignments, strong interpersonal skills, priority-setting skills, and the ability to work well with all levels of the IPHC Secretariat, as well as outside contacts and vendors.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Obtains permits and authorizations from various external state and Federal agencies in both Canada and the USA. This responsibility includes coordinating approval, completing and submitting applications, tracking effective dates, and reporting to agencies.
- II.** Under the direction and management of the Setline Survey Coordinator, assists in general FISS planning.
- III.** Coordinates projects on IPHC-contracted vessels, including preparing forms/data collection, arranging gear, training Secretariat, providing procedural updates on these projects, and reviewing/editing data collected. Those include, but are not limited to, IPHC Regulatory Area 2B species data collection including fish identification and maturity. Responsible for end-of-season reporting compliance associated with these projects to the various agencies.
- IV.** Assist the Setline Survey Coordinator with the review of new projects submitted to the IPHC for consideration to be conducted during the FISS.
- V.** Responsible for FISS sampling projects to include invoicing for fish sales, reimbursements and other documentation that may be required in accordance with the finance and accounting Guides at the IPHC.
- VI.** Assists the Setline Survey Coordinator to maintain and update the FISS manual, including but not limited to, updating and producing station charts, drafting reports on activities for the Commission, collecting and reviewing FISS data, assisting in planning and providing support.
- VII.** Assists the Setline Survey Coordinator in leading the training program for the FISS with assistance from other IPHC Secretariat. This includes coordinating the agenda, speakers and logistics for the week (e.g. lodging, travel, and transportation).



- VIII.** Responsible for collecting necessary information from the FISS, including ensuring data is entered into databases. Tracks data packages and FISS paperwork, and maintains all necessary documents and records whether in paper or electronic format. Answers data questions, and completes computer checks and reconciliation of inconsistencies after the data are entered. Responsible for post-season data checks and ensures the necessary paperwork is accurate and appropriately stored. Assists with public data requests and post-season FISS reporting. This requires computer skills for documenting, tracking and querying data and technical expertise for communicating with vessels at sea.
- IX.** Responsible for the completion of the FISS data reporting annually and reporting results accomplished on FISS in a report. This includes coordinating with other IPHC Secretariat to ensure all information and undertakings of FISS is accurate, up-to-date and complete.
- X.** Alerts the Setline Survey Coordinator of any concerns associated with carrying out the FISS.
- XI.** Meets the Commission goals with the fish sales elements of the FISS and recommending options when unusual situations arise (lead: Fish Sales).
- XII.** Establishes and maintains relationships with Pacific halibut buyers via regular contact prior to the FISS season or other research work to announce sales and collect information from interested buyers (lead: Fish Sales).
- XIII.** Financially tracks fish sales by ensuring payments are received, confirming accuracy with the fish ticket information, and entering data into appropriate IPHC databases (lead: Fish Sales).
- XIV.** Responsible for managing and directing all aspects of logistics for equipment (e.g. gear and scientific supplies) and bait, as appropriate, for the FISS, and for coordinating any necessary gear for research projects (internal or external) occurring on the IPHC-contracted, and the National Oceanic and Atmospheric Administration (NOAA) Fisheries trawl surveys, including Canadian and US border paperwork shipping compliance, various customs/tracking and offload service invoicing (lead: Gear/Bait).
- XV.** Responsible for coordinating gear shack and gear repair, refurbishment and shipping (lead: Gear).
- XVI.** Responsible for the research and development of FISS gear, including electronic data capture components and biological sample storage containers (lead: Gear).
- XVII.** Responsible for writing requests for tenders (RFTs) for FISS bait supply, evaluating tenders received and recommending purchases, and coordinating bait deployment before and during the FISS season, as needed. In addition, the position coordinates settlement with the Finance and Personnel Services Branch who make payment of bait contracts, and bait and gear shipments and arrangements (lead: Bait)
- XVIII.** Responsible for recruitment, hiring (interviewing and onboarding), training, deployment, supervising, debriefing and evaluating IPHC Secretariat for the FISS, other IPHC research projects on IPHC-contracted vessels, and the NOAA Fisheries trawl surveys (lead: Field Support).
- XIX.** Responsible for vessel and Secretariat deployment schedules and travel coordination and communication. Coordinates, reviews and provides initial approval for payroll and



expenses for all Secretariat in accordance with the organizational policies and guides. (lead: Field Support).

- XX. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- XXI. Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.

Secondary duties

- I. Data Management: The incumbent will lead FISS data management and integrity, including integration and optimization of FISS electronic data collection (EaSea) software (lead: Data):
 - Participate in meetings and will document collection methods for data fields, tables, and FISS projects;
 - Assist with planning and documenting FISS station locations;
 - Develop interactive maps and data visualizations using FISS data for publication on the IPHC website, as well as for internal analytics and reference;
 - Assist with data editing and FISS reporting.
 - Lead FISS webpage content creation and maintenance.
- II. Responsible for ensuring Secretariat use of the IPHC storage facility at the Marine Industrial Center adheres to established IPHC property inventory management and safety protocols. Periodic safety inspection of the IPHC Maritime Industrial Center (at least once per quarter) to document and correct any safety concerns (lead: Gear).
- III. In rotation with the other FISS Headquarters (HQ), will be required to be available at all times while IPHC-contracted vessels are under charter, unless expressly agreed by the Setline Survey Coordinator. This includes weekends and holidays as necessary to coordinate vessel activities. Cell phone coverage will be shared on a rotating basis in-season.
- IV. May be required to go to sea on IPHC-contracted vessels periodically. The goal is to allow the FISS HQ to maintain current knowledge and experience of field operations. If necessary, may be required to substitute for Secretariat on a vessel in case of an unexpected emergency.
- V. The position may travel to ports periodically. The goal is to meet IPHC-contracted vessels and/or have the opportunity to understand and have current knowledge of vessel offload operations in the Pacific halibut fishery. Port Tours allow the incumbent an opportunity to formally meet individuals and organizations that are involved in FISS operations in person to assist in cultivating positive working relationships.
- VI. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes. This position may involve work in a storage facility and workshop environment involving moderate physical activity,



when assisting FISS Program members. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.

- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to fisheries' collections (data and biological structures);
- 3) Proven ability to reconcile fishery or fishery-independent collections (data and biological structures) and the impacts of these studies and results on resource management;
- 4) Proven ability to effectively communicate fisheries data and biological structures random and representative collection protocols and the impact of this work in written and oral presentations to varied audiences;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 6) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment.

Desired:

- 1) Experience providing support to fisheries independent collections and data analysis in support of fisheries management;
- 2) Knowledge of laws that govern fisheries conservation and management actions in Canada and the USA.



**SETLINE SURVEY SPECIALIST (FIELD)
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Setline Survey Coordinator, the Setline Survey Specialist (Field) (SSS(F)) position is responsible for services and support of the IPHC's Fishery-Independent Setline Survey (FISS) in the field. The SSS(F) will undertake organizational services and functions on their assigned vessel including, but not limited to, catch effort statistics, biological data collection and IPHC Secretariat field support. This position requires flexibility in completing work assignments, strong interpersonal skills, priority-setting skills, and the ability to work well with all levels of the IPHC Secretariat, as well as outside contacts and stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I. Obtains biological samples. The biological data may include Pacific halibut fork length, weights, tissue samples and otoliths for stock assessment and other scientific studies (for example, otolith collection).
- II. Follow approved sampling procedures to determine daily priorities and schedule vessel and sampling activities appropriately.
- III. Works with FISS vessel Captain and IPHC Secretariat at Headquarters to ensure compliance with applicable IPHC Tender Specifications.
- IV. Obtains detailed fishing records from the vessel Captain's logbooks and landing record data.
- V. Monitors delivery of FISS retained catch and ensures the accuracy of the landing report/fish ticket.
- VI. Edits all collected data for computer entry.
- VII. Responsible for entering all FISS, catch effort data and biological records into the electronic data capture application and mailing end of trip data after each delivery. Issues encountered with electronic data entry and transferring these data may require working with IPHC application developers.
- VIII. Serve as a representative of the IPHC Secretariat when in port and offloading, and relay information between stakeholders and the IPHC Secretariat while adhering to confidentiality policies and procedures.

Secondary duties

- I. Incumbent is responsible for writing summaries on sampling techniques, reviewed by the HQ Secretariat to ensure random sampling procedures are utilized and to detail daily activities on the vessel.
- II. Responsible for training other Setline Survey Specialists (Field) on a topic at the pre-season training



and as needed.

- III. Submit administrative requirements (e.g. timecards, leave, gear and expense requests, etc.) on time using Secretariat utilized software applications.
- IV. Incumbent may be involved in other computer entry work, or other fishery-related and biological data collection programs for the IPHC.
- V. Tags and releases Pacific halibut and collects associated information as prescribed in the applicable guide(s). As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- VI. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VIII. Carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in biology, fisheries or related field or equivalent work experience in this same field;
- 2) Proven ability to effectively collect fisheries data and biological structures, while following random and representative sample collection protocols;
- 3) The ability to work independently and the organizational skills to balance a shifting workload in a deadline driven work environment.
- 4) Proven ability to effectively communicate fisheries data and biological structures random and representative collection protocols;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of fisheries independent work and its impact on fisheries management;
- 6) Previous experience, or clear ability to collect fisheries independent data and biological structures.

DESIRED

- 1) Experience collecting, editing, and entering data in the field. Experience with fisheries monitoring, especially Pacific halibut fisheries, or other wildlife monitoring is especially welcome.
- 2) Experience working with Microsoft Office 365 (i.e. Outlook, Teams, SharePoint, Excel, Word, PowerApps).

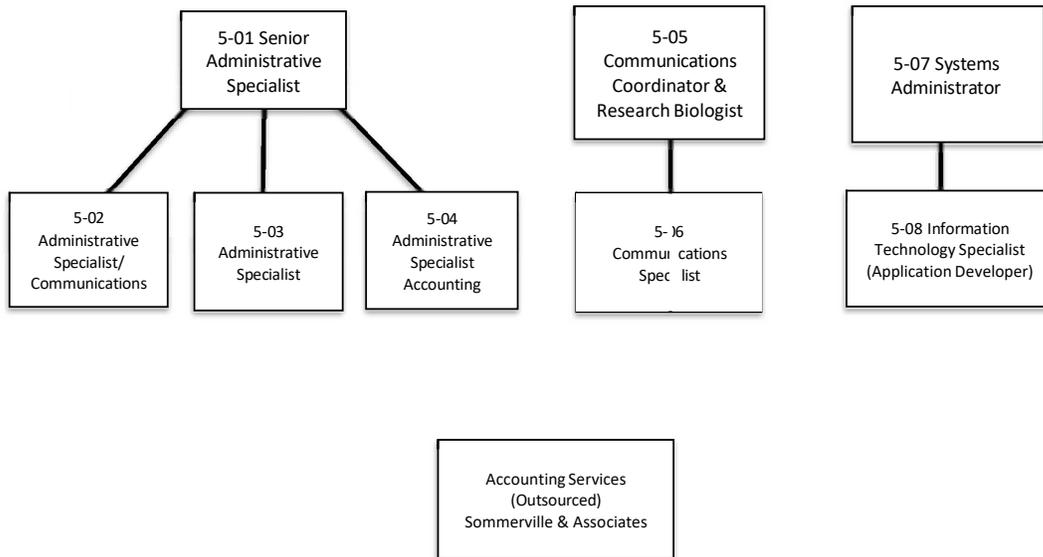


working environment;

- 6) Previous experience, or clear ability to collect fisheries independent data and biological structures.



5-Finance & Personnel Services Branch (FPSB)





**ADMINISTRATIVE COORDINATOR
SECTION LEAD – PERSONNEL SERVICES**

**FINANCE AND PERSONNEL SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Assistant Director, the Administrative Coordinator provides administrative services to support the mission of the IPHC, and serves as the Section Lead for Personnel Services. These services fall into three categories by branch function; 1) Finance and Accounting, 2) Contracts, Grants, and Procurements, 3) Administration, Payroll, and Benefits.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. This position is responsible for ensuring accurate processing of semi-monthly payroll. Act as the primary contact for Accounting Services, and ensures accuracy in the application of benefits, deductions, and pay. Reviews payroll change forms, and payroll reports.
- II. Acts as primary benefits administrator by managing multiple benefit accounts. Responsibilities include employee benefit enrollments and terminations, along with processing all changes associated with annual open enrollment. Incumbent acts as primary contact both internally and externally for day-to-day matters related to benefits and personnel, such as external employment verifications and internal inquiries regarding schedules and leave.
- III. Significant duties related to human resource management: HR file management, management of employee administrative accounts in several digital platforms (Gusto) as well as new employee onboarding and orientation for these platforms. Maintains IPHC employee records with the U.S. State Department and assists in visa acquisition.
- IV. Acts as supervisor to Administrative Specialists. Monitors workload and tasking, facilitates annual work plans and drafts annual personnel evaluations.
- V. Gathers and summarizes data for various reports for internal use or use by other Branches.
- VI. Provides technical and administrative support for the full range of accounts and subsidiary ledgers for the financial accounting functions of the IPHC.
- VII. Assists the Accounting Services with Commission financial management by verifying availability of funds and appropriation codes.
- VIII. Assists the Accounting Services with the auditing functions to ensure the financial



integrity of the Commission.

- IX. Assists Accounting Services with accounts payable. Prepares ACH and Wire payments, assists Accounting Services with printing physical checks.
- X. Assists the Accounting Services in financial reporting for the IPHC.
- XI. Provides administrative support for Commission meetings, Requesting RFPs, working closely with hotels and meeting venues, reviewing banquet orders, communicating with attendees.
- XII. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
- XIII. Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I. Monitor the shared mailbox to ensure customer inquiries and service fulfillment requests are prioritized;
- II. Communicate strategic and tactical direction to members of the Section;
- III. Assign and track work based on organizational priorities;
- IV. Report on work accomplished and planned, weekly;
- V. Maintain work list and projects by service category;
- VI. Maintain open communication with team and service leads;
- VII. Immediately notify Assistant Director if new services are requested and when a service request cannot be fulfilled;
- VIII. Supports IPHC financial operations:
 - Reviews and processes financial documentation relevant to IPHC operations;
 - Checks for content accuracy and adequacy of documents submitted;
 - Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - Gathers and summarizes data for various reports for external reporting or internal use;
 - Typical financial assignments include, but are not limited to:
 - classifying accounting transactions;
 - maintaining and reconciling accounts;
 - verifying availability of funds and appropriation codes; closing accounts,



preparing reports and statements; and examining accounts.

- Codes and enters transactions in automated accounting systems. Reviews reports, and corrects errors in accounts payable and secondary non-integrated ledgers.

IX. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree (Masters preferred) in related discipline, such as Business Administration or Public Administration;
- 2) Five (5) or more years of experience and development of expertise in administration;
- 3) Knowledge of Canadian and/or USA federal regulations concerning management of assistance funding for NGOs;
- 4) Understanding of compliance requirements;
- 5) Proven ability to interpret, explain and apply rules, regulations and policies;
- 6) Proved ability to prioritize, balance, and delegate a shifting amount of workload in a deadline driven working environment;
- 7) Strong interpersonal and customer service skills;
- 8) Strong analytical skills;
- 9) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 10) Ability to respond to fluctuating workloads, timelines and responsibilities.



**ADMINISTRATIVE SPECIALIST
- PERSONNEL SERVICES/COMMUNICATIONS
FINANCE AND PERSONNEL SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION**

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Snr Administrative Specialist, the Administrative Specialist provides administrative services to support the mission of the IPHC and supports the Section Lead for Personnel Services. These services fall into three categories by branch function: 1) Finance and Accounting, 2) Contracts, Grants, and Procurements, 3) Administration, Payroll, and Benefits, 4) Communication Services.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. This position provides support for ensuring accurate processing of semi-monthly payroll. Act as the secondary contact for Accounting Services, and ensures accuracy in the application of benefits, deductions, and pay. Reviews payroll change forms, and payroll reports.
- II. Acts as secondary benefits administrator by managing the multiple benefit accounts. Responsibilities include employee benefit enrollments and terminations, along with processing all changes associated with annual open enrollment. Incumbent acts as primary contact both internally and externally for day-to-day matters related to benefits and personnel, such as external employment verifications and internal inquiries regarding schedules and leave.
- III. Supports the Personnel lead with duties related to human resource management: HR file management, management of employee administrative accounts in several digital platforms (Gusto) as well as new employee onboarding and orientation for these platforms. Maintains IPHC employee records with the U.S. State Department and assists in visa acquisition.
- IV. Gathers and summarizes data for various reports for internal use or use by other Branches.
- V. Provides technical and administrative support for the full range of accounts and subsidiary ledgers for the financial accounting functions of the IPHC.
- VI. Assists the Staff Accountant with Commission financial management by verifying

availability of funds and appropriation codes.

- VII. Assists the Staff Accountant with the auditing functions to ensure the financial integrity of the Commission.
- VIII. Assists Accounting Services with accounts payable.
- IX. Assists the Staff Accountant in financial reporting for the IPHC.
- X. Provides administrative support for Commission meetings, Requesting RFPs, working closely with hotels and meeting venues, reviewing banquet orders, communicating with attendees.

Secondary Duties

- I. Monitors the shared mailbox to ensure customer inquiries and service fulfillment requests are prioritized;
- II. Maintain open communication with team and service lead (Teams chat, SMS texting, email);
- III. Immediately notify branch manager or lead Administrative Specialist if new services are requested and when a service request cannot be fulfilled;
- IV. Supports IPHC financial operations:
 - Reviews and processes financial documentation relevant to IPHC operations;
 - Checks for content accuracy and adequacy of documents submitted;
 - Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - Gathers and summarizes data for various reports for external reporting or internal use;
 - Typical financial assignments include, but are not limited to:
 - classifying accounting transactions;
 - maintaining and reconciling accounts;
 - verifying availability of funds and appropriation codes; closing accounts, preparing reports and statements; and examining accounts.
 - Codes and enters transactions in automated accounting systems. Reviews reportsand corrects errors in accounts payable and secondary non-integrated ledgers.
- V. As in all positions at the IPHC, the incumbent will assist with mission support services

and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

Tertiary Duties

- I. Serves as a member of Communication Services Section at 30% capacity of duties.
- II. Works closely with all other Branches to provide appropriate communication and outreach support.
- III. Develops and maintains communications policy in support of the IPHC mission, designed to meet the needs of the Commission, taking into account the Commission's policies on transparency, data, and science.
- IV. Develops the IPHC's communications to support the IPHC communications policy and serve the Commission and its stakeholders, including:
 - a. Provides timely, comprehensive, and authoritative information to a variety of audiences with clarity and accuracy;
 - b. Coordinate's efforts across IPHC communications platforms, tools, and media to ensure comprehensive and coherent messaging;
 - c. Develops strategies to meet communications needs or objectives;
 - d. Promotes and highlights IPHC activities, achievements, announcements, and events;
 - e. Supports IPHC outreach activities;
 - f. Supports activities across and among the IPHC Secretariat Branches; and
- V. Support IPHC meetings, and to participate in other organizations' meetings and events as necessary

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree in related discipline, such as Business Administration or Public Administration;
- 2) Three (3) or more years of experience and development of expertise in administration;
- 3) Ability to interpret, explain and apply rules, regulations and policies;
- 4) Ability to prioritize, balance, and delegate a shifting amount of workload in a deadline driven working environment;
- 5) Strong interpersonal and customer service skills;
- 6) Strong analytical skills;
- 7) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to

work well with all levels of internal management and staff, as well as outside contacts and vendors;

- 8) Ability to respond to fluctuating workloads, timelines and responsibilities.

Desired:

- 9) Master's Degree in related discipline, such as Business Administration or Public Administration;
- 10) A demonstrated capacity to work with and within a diverse community.



**ADMINISTRATIVE SPECIALIST
FINANCE AND PERSONNEL SERVICES BRANCH**

**INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Administrative Coordinator, the incumbent is responsible for services and support related to the administrative operation of IPHC. The employee is key in facilitating daily operations such as answering incoming inquiries from external and internal clients, preparing mail and packages, and overseeing services provided by outside vendors. The employee also provides administrative services including, but not limited to, travel, communications, records management, internal and external correspondence, shipping and receiving, supporting meetings and events, facilities support, and requisition processing. The work hours for this position are fixed at 8:00 am to 4:30 pm Monday through Friday at the IPHC's HQ office in Seattle. The Administrative Specialist positions take the lead on one (1) of two (2) functions: Front desk or Travel, in addition to general administrative support tasks. The front desk position does not have the ability to utilize the long-term telework 402 policy and the position is 100% in office.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

I. *Administrative Specialist:*

- 1) Assists in requesting, tracking, and recording purchases in accordance with IPHC policies;
- 2) Assists in meeting and event planning logistics and support;
- 3) Assists with travel booking and accommodations as needed;
- 4) Archive management including maintaining the Commission's account with the National Archives. Duties include: maintenance of the NARA tracker, preparation of archive boxes, accession number requests, archive box recalls. Employee may also assist with photo and publication tracking and archive;
- 5) Work directly with the Assistant Director for meeting and event planning logistics, coordination, and event support;
- 6) Supports IPHC outreach activities and the Employee Involvement Committee (EIC);
- 7) Supports activities across and among the IPHC Secretariat Branches.



II. *Administrative Specialist (Front desk services):*

- 1) General office upkeep including ensuring supplies are stocked, common areas are tidy, beverage station is maintained, and communicating office needs with various vendors;
- 2) Office duties include phone calls, mail processing, and office document management. Screens, responds to, and refers calls and visitors to appropriate staff members; (Primary Front Desk, Secondary Travel)
- 3) Handle routine matters regarding public contact, correspondence and requests for information. This position is lead on monitoring, processing, and responding to email messages sent to the IPHC Secretariat inbox;
- 4) Records management including sorting, tracking, and distributing incoming mail, faxes, and other correspondence;
- 5) Responsible for processing and tracking all incoming correspondence and determining proper routing and/or action;
- 6) Shipping and receiving: the position is responsible for processing incoming/outgoing packages, and mailing and reviewing outgoing correspondence and reports for proper format, accuracy, and coordination of facts in accordance with established policy;
- 7) Takes lead on distribution of various internal Secretariat-wide communications including administrative (non-HR) surveys, notices, and meeting invites.

III. *Administrative Specialist (Travel services):*

- 1) Primary travel coordinator and will update, standardize, and educate staff about IPHC travel policies;
- 2) Monitor and process travel requests as they are submitted. Ensure that per diem and mileage rates are calculated correctly, and that all requested expenses are reasonable and align with IPHC travel policies;
- 3) Book travel for HQ staff, field staff, and subsidiary body members. This includes arranging rental cars when needed, accommodation, flights, etc;
- 4) Track staff travel documentation and ensure it is up to date;
- 5) Monitor and process expense requests from HQ and field staff, ensuring all calculations are correct and reimbursements requested align with IPHC policy;
- 6) Incumbent will be an active member of the Publishing Team and assist in the management of the organization's website.

Secondary Duties

- I. Maintain open communication with team and service lead (Teams chat, SMS texting, email);



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- II. Immediately notify relevant supervisor if new services are requested and when a service request cannot be fulfilled;
 - III. Supports IPHC financial operations: Reviews and processes financial documentation relevant to IPHC operations;
 - IV. Checks for content accuracy and adequacy of documents submitted;
 - V. Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - VI. Ability to respond to fluctuating workloads, timelines and responsibilities;
 - VII. Maintain open communication with team and service lead (Teams chat, SMS texting, email);
 - VIII. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - IX. Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry;
 - X. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Ability to analyze and use judgment to solve problems;
- 2) Willingness to work as part of a team, especially with jobs assigned;
- 3) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 4) Strong interpersonal and customer service skills;
- 5) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 6) Demonstrated capacity to foster a positive work environment;
- 7) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 8)

Highly desired:

- 1) Bachelors degree in relevant field;
- 2) Demonstrated capacity to work with and within a diverse community.



**ADMINISTRATIVE SPECIALIST (ACCOUNTING)
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

The Administrative Specialist (Accounting) is responsible for assisting the IPHC Secretariat with administrative services and support related to our financial activities. The Administrative Specialist (Accounting) coordinates with internal teams, and external customers and vendors to facilitate accounting functions. This includes verifying accounting information with other teams, following up on invoices sent to customers, and maintaining vendor relationships. This position is also expected to maintain accounting documentation, and facilitate meetings with our accounting service provider, Sommerville and Associates, P.C., for the organization.

MAJOR DUTIES AND RESPONSIBILITIES

- I.** Correspond with other internal teams and our accounting service provider (Sommerville & Associates, P.C.) to manage accounting information including, but not limited to, request form and purchase order accuracy, grant expense documentation, and payroll changes. Gather data for various reports for internal use or use by others in the organization.
- II.** Correspond with customers to ensure timely payment of invoiced funds and accuracy of invoices based upon field documentation. Work with other groups in the organization for customer account maintenance.
- III.** Correspond with vendors to ensure their receipt of payment. Receive vendor invoices and prepare them for payment. Work with other groups in the organization for vendor account maintenance.
- IV.** Assist with accounting documentation for all transactions, as well as, supplemental documentation including, but not limited to, vendor Forms W-9, internal payroll authorizations, United States payroll tax filings, and international payroll tax filings.
- V.** Correspond with internal teams and our accounting service provider (Sommerville & Associates, P.C.) for arrangement of accounting meetings. Prepare meeting documents and distribute to participants. Maintain internal accounting meeting minutes.
- VI.** Assist with service operations including, reviewing and processing financial documentation relevant to IPHC operations; checking for content accuracy and adequacy of documents submitted; gathering and summarizing data for various reports for external reporting or internal use.



VII. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Computer proficiency, especially with Microsoft Office Word, Excel, and Outlook, and willingness to work with fund accounting and procurement systems used internally.
- 2) Excellent written and oral communication skills.
- 3) A Bachelor's degree.
- 4) Familiarity with accounts receivable and account payable preferred.
- 5) Attention to detail, accuracy, and excellent data entry skills.
- 6) Ability to interpret, explain, and apply rules, regulations, and policies.
- 7) Ability to prioritize and balance a shifting amount of workload in a deadline driven working environment.
- 8) Strong interpersonal and customer service skills; able to deal with public and staff inquires.
- 9) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside accountants, contacts and vendors.
- 10) Members of the IPHC Secretariat are specifically prohibited from holding any interest in the Pacific halibut industry.



**COMMUNICATIONS COORDINATOR, AND RESEARCH BIOLOGIST
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Communications Coordinator: Under the direction of the Executive Branch, the Communications Coordinator serves as the lead for all IPHC communication services. As Communications Coordinator, the incumbent provides management oversight for communications services including IPHC meetings and outreach events, documents and publication library, external communications with stakeholders via the website and publications, the IPHC presence and activity on social media, educational services including scholarship coordination, and coordination of existing external grants as well as regular investigation of possible grant opportunities.

Research Biologist: Under the direction of the Branch Manager, Biological and Ecosystem Sciences (BESB), the Research Biologist will focus on Pacific halibut early life history and climate/oceanography effects. As Research Biologist the incumbent conducts original fisheries biological research. Responsible for establishing collaborations with scientists both inside and outside the IPHC and conducts original research. Responsible for the collection, processing and analysis of fisheries oceanographic data from the IPHC fisheries-independent setline survey (FISS). The incumbent coordinates with the FISS team to complete a sampling plan for NOAA Fisheries groundfish trawl surveys and processes the data collected on Pacific halibut during those surveys. Directs the hiring process of the IPHC Internship position/s, leads the strategic planning of the intern project and serves as the supervisor of the intern/s.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

Communications Coordinator (60%)

- I.** Communications Section Supervisor. Supervise a team of one to two specialists and work with others as needed for particular tasks and events to provide communication services to internal and external stakeholders. These services include, but are not limited to, meetings and outreach events, external communications with stakeholders via the website and publications, IPHC presence and activity on social media, educational services including scholarship coordination, and grant coordination. Provide analyses on the effectiveness of IPHC communications.
- II.** Meetings and Outreach Events: Responsible for coordinating IPHC meetings, IPHC



workshops, subsidiary body meetings, seminar series, and approved outreach events. Project planning includes creating meeting and outreach support plans consisting of but not limited to coordination of staffing needs, coordination of platform and venue needs and support, participant access, updated visual displays, and constructive stakeholder interaction with the goal of continuous improvement and transparency.

- III. Publications. Responsible for maintaining the IPHC document and publication library. Documents include, but are not limited to, meeting documents, policies, standards, guides, and manuals. Develop process and procedures of internal workflow for review and approval of documents and publications. Coordinate the design and writing of the IPHC Annual Report. Curate relevant news articles weekly and disseminate to staff in a newsletter format.
- IV. External Communications: Responsible for the management of material disseminated to the public through the IPHC website and publications to ensure proper branding, transparency, and consistency following established procedures. Coordinate the use of CRM software to organize, maintain, and categorize contacts. Coordinate media requests.
- V. Social Media: Responsible for the social media publishing of approved events and other IPHC activities. Monitor social media platforms for inquires and coordinate responses as appropriate using the social media platform or by responding using the Communications e-mail account.
- VI. Education (Scholarship): Responsible for coordinating the IPHC scholarship on a semi-annual and recurring basis, pending budgetary funding approval. Coordinate with candidates, panel members, and other secretariat employees to ensure the IPHC scholarship program awardees are monitored throughout the period of completion.
- VII. Grant Coordination: Responsible for maintaining grant summary spreadsheet and calendar, coordinating reporting requirements with Principal Investigators, investigating and highlighting to staff any upcoming grant opportunities that may be of interest to the Secretariat.

Research Biologist (40%)

- I. Conducts original fisheries research related to biological aspects of Pacific halibut, and presents results in scientific reports, the IPHC website, in primary publications, and at scientific conferences and workshops. Topics are related to Pacific halibut biology and ecology and are contemplated in the IPHC's integrated research and monitoring plan. Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research. Reviews data to assure quality control. Designs and performs data analyses. Interprets results to determine validity and significance and to ensure that all aspects of the information are provided. Prepares communications for presentation and updates on the IPHC website, and writes primary publications based



on the results of the performed studies.

- II. Responsible for helping to develop and manage oceanographic research being conducted by the IPHC such as the coast-wide water column profiler program. Responsible for coordinating oceanographic data processing, making data accessible via the IPHC website, working in conjunction with Secretariat staff to develop oceanographic and climate research to enable the integration of results into other IPHC projects and models.
- III. Coordinates with the FISS team to establish a sampling plan for NOAA Fisheries groundfish trawl surveys. Ensures the incorporation of the data to the IPHC database and works with NOAA personnel to obtain abundance and biomass data from the trawl surveys for IPHC scientists as requested.
- IV. Responsible for hiring, supervising, and evaluating undergraduate student interns as part of the IPHC Internship program. Responsible for coordinating and developing research projects in conjunction with IPHC staff and other tasks associated with the intern work term.

Secondary duties

- I. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II. Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.
- III. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Master's Degree and 6 or more years of increasingly responsible experience and development of expertise in biology or related field;
- 2) Supervisory experience or experience leading team operations;
- 3) Understanding of communication standards and protocols;
- 4) Understanding of copyright law, publication policy, intellectual property rights, and data ownership;
- 5) Strong interpersonal and customer service skills;
- 6) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 7) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 8) A demonstrated capacity to work with and within a diverse community.



**COMMUNICATIONS SPECIALIST
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Communications Section Supervisor, serves as a communications specialist providing leadership and assistance for the following: development and updates of webpages for the IPHC website, publication of content to the IPHC website, continually seek out and update knowledge of data visualization tools that can enhance the IPHC website and other communication methods, assurance of adherence to IPHC format and branding practices, the planning and execution of outreach events and display, coordination of IPHC meetings, help to coordinate social media management and content, and as part of a team, continually analyze stakeholder engagement with the organization and provide periodic analyses and recommendations to management based on results. As an IT specialist, assists in data collection application development and implementation, and technological support of field data collection efforts as needed. Incumbent also serves as the IPHC Headquarters safety officer.

MAJOR DUTIES AND RESPONSIBILITIES

Communications Specialist (63%)

- I. Communications specialist. Work as part of a team of 2-3 to provide communication services to internal and external stakeholders and Secretariat staff. These service categories include, but are not limited to, organizational webpage management, branding, data visualization, external meetings, outreach materials and events, social media, stakeholder and communication plan analysis.
- II. IPHC website management. Responsible for maintaining the appearance and function of the IPHC website. This includes but is not limited to: creation of new webpages to accommodate data and other content, update of content as needed/requested, maintenance of the IPHC document library and other repositories, continual audit of webpage function and content, and providing recommendations for improvements to design, function, and content.
- III. Branding. Responsible for ensuring that external communications via the webpage, publications, social media, and media releases are formatted and branded according to established guidelines.
- IV. Data management and visualization. Responsible for keeping apprised of methods and skills needed to assist with the development of data visualization and data management tools for the IPHC website, with a goal of enhancing the user experience through collaboration with IPHC Scientists to make data readily accessible.



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- V. Meetings. Responsible for creating external meeting events on virtual platforms and assisting with hybrid and in-person meetings. Duties may consist of but are not limited to the following: create the virtual meeting rooms as requested, create meeting webpage and post stakeholder registration on the webpage along with meeting details and documents (both in-person and remote), identify unique meeting needs and provide recommendations to the Communications Section Lead, coordinate with meeting team ensuring reliable meeting platform function and display of materials before and during the meeting, maintain lists of participants, post meeting recordings to the IPHC webpage. Assist with planning and execution of in-person meetings as requested, and provide a virtual platform hybrid as needed.
 - VI. Outreach. Responsible for coordinating display materials and participation of IPHC in approved outreach events. May include but not limited to the following: coordinate with the event planner for IPHC participation and advise Section Lead of requirements, solicit and organize content, ensure display is updated and approved, coordinate transport of materials to the venue, identify staffing needs.
 - VII. Social media. Guide efforts to coordinate and manage content. Make recommendations for maintaining and improving content including photographs. Make recommendations for expanding IPHC presence via new platforms.
 - VIII. Communication analysis. Work with Communications team to help guide and improve IPHC communications using both qualitative and quantitative analytics and research. Present results and recommendations for improvement to Section Lead and Executive Branch as requested, and at relevant conferences and workshops as needed.

IT Specialist (35%)

- I. IT Specialist. Work with IT team on application development, database development and management, and technological support of field data collection efforts as requested by Systems Administrator.
- II. Application development. Help to develop, debug, test, and maintain data collection applications used at the IPHC. Document the process for version control.
- III. Database development and management. Help to analyze and define data requirements and specifications for IPHC applications, and assist with developing and administering data standards, policies, and procedures. Help to ensure application information security.
- IV. Technological support. Provide technological support to field staff for sample collection devices throughout the season, which includes diagnosis, tracking, resolution, and recording of the problem. Provide feedback to IT team on problematic trends.

Headquarters safety officer (2%)

- I. Safety officer. Orientate new employees on IPHC safety protocols and office safety features. Address and answer safety related questions/concerns from IPHC



Secretariat staff. Periodically review office safety conditions and equipment. Organize emergency preparedness classes and drills (e.g. CPR/First aid) as needed.

Other

- I. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- III. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree and 6 or more years of increasingly responsible experience and development of expertise in communications or related field; or Master's Degree in communication or related field and 2 years experience.
- 2) Understanding of communication standards and protocols.
- 3) Strong interpersonal and customer service skills.
- 4) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors.
- 5) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of fisheries independent work and its impact on fisheries management;



**LEAD INFORMATION TECHNOLOGY SPECIALIST (INFOSEC/SYSADMIN)
FINANCE AND PERSONNEL SERVICES BRANCH (FPSB)**

INTERNATIONAL PACIFIC HALIBUT COMMISSION

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Assistant Director at the International Pacific Halibut Commission (IPHC) the Lead Information Technology Specialist (INFOSEC/SysAdmin) serves as the Senior Information Technology Specialist, Team Lead, and focal point within the IPHC's Technology Services Section. The position is responsible for all matters concerning Information Technology (IT) desktop systems administration, customer support and service operations, and the efficient and effective operation of the network. The position will also provide technical support to customers who need advice, assistance, and training in applying hardware and software systems.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

Team Lead

- I.** Makes recommendations to IPHC's executive management on Information Technology shortfalls and executes the decisions made (i.e. hiring IT professionals and outsourcing IT needs).
- II.** Works with team members to achieve specific tasks, produce work products and services, and meet program and production goals.
- III.** Evaluate performance of team members as per IPHC's annual performance review process.

Systems / Network / Database Management System (DBMS) Administration

Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems. Functions commonly performed by employees in this specialty may include:

- IV.** Planning and scheduling the installation of new or modified hardware and operating systems, application, and database management system software.
- V.** Operates as the IPHC's system administrator, responsible for managing user and group permissions on the LAN.
- VI.** Functions as the Telephone Control Officer responsible for mobile device management (MDM) and oversight of the IPHC's mobility program (e.g. cell phones,



tablets, etc.).

- VII. Conducts threat and vulnerability assessments to assess risks, understand, and implement effective technical vulnerability corrections.
- VIII. Maintaining systems configuration; Managing the installation and integration of systems fixes, updates, and enhancements.

Customer Service (Help Desk)

- IX. Provide customer assistance to all users. Responsible for resolving user trouble tickets, and for providing consulting services to the IT Specialist (Application Developer) for specifically difficult problems.
- X. Providing customer training; Ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of customer support services.

Secondary duties

Mission and Field Support

- I. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- II. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as IT equipment.

MINIMUM REQUIREMENTS

- 1) Education and experience; bachelor's degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or 7-10 years related work experience. Completion of specific training and IT certifications may count towards this requirement.
- 2) Attention to detail; thorough when performing work and conscientious about attending to detail.
- 3) Customer Service; works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general



public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

- 4) Oral Communication; expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- 5) Problem Solving; identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- 6) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 7) Proven ability to work cooperatively and professionally, with people of diverse backgrounds, responsibilities, and positions.



INFORMATION TECHNOLOGY SPECIALIST (APPLICATION DEVELOPER)

**FINANCE AND PERSONNEL SERVICES BRANCH (FPSB),
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Information Technology Specialist (Application and Database Developer) serves as an Applications Developer at the International Pacific Halibut Commission (IPHC). The Application Developer will design, document, develop, modify, test, install and support new and existing applications and databases. The Application Developer will align solutions with activities that support the Pacific halibut stock assessment, research, and financial functions of the IPHC. The Application Developer will also follow international standards and industry best practices for data security and IT development with a focus on customer service and continuous improvement. The Application Developer is assigned to the Technology Services team in the Finance and Personnel Services Branch.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

I. Application Development

- Analyze and translate mission requirements into applications prototypes. Plan, design, and document application and data solutions by use case or user scenarios.
- Write, debug, and maintain code in a single repository. Develop and document the process for version control and combing all existing code repositories.
- Working with HQ and field staff when designing user interfaces and testing applications. Develop test plans based on user scenarios documented during the requirements phase.
- Conduct unit and developmental testing to assure software and systems quality and functionality.
- Integrate hardware and software components required to develop applications.
- Evaluate new software technologies, make recommendations to upgrade to remain current with data and information security.

II. Database Development and Management

- Analyze and define data requirements and specifications for IPHC applications and business intelligence.
- Design, normalize, develop, install, implement, and manage databases and associated data structures. Maintain, monitor, backup, and, if needed, recover IPHC databases.
- Assist with developing and administering data standards, policies, and procedures.



- Develop and implement data mining processes to support an IPHC data warehouse. Develop and maintain organizational business intelligence data marts and data warehouse.
- Evaluate and providing recommendations on new database technologies.
- Apply application information security and information assurance policies, principles, and practices in accordance with ISO 27000:2013 to deliver IT and database services.

III. Customer Support

- Diagnose, track, and resolve problems in response to application errors while keeping the customer informed until resolved.
- Evaluate and provide feedback on problematic trends with application and database development services.
- Developing and maintaining problem tracking and resolution databases.

Secondary duties

- I. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.

MINIMUM REQUIREMENTS

Required:

- 1) Bachelor's Degree in Computer Science or related field, and 3 or more years of experience with application and database development.
- 2) Three or more years of experience working with the Microsoft framework for application and database development, and the following software development technologies: Visual Basic, VB.net/.Net Framework, ADO.Net/Entity framework, ASP.NET MVC, C#, and SQL server.
- 3) Experience with PowerShell scripting, writing Transact-SQL statements, and SQL stored procedures.
- 4) Experience with developing applications for mobile devices connected to cloud-based databases and designing and developing Microsoft Office 365 applications and solutions (Power Automate, Power Apps, SharePoint Online)
- 5) Experience with applying industry best practices for iterative software development frameworks including requirements documentation, version control, software change request, and problem report resolution.
- 6) Ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues.



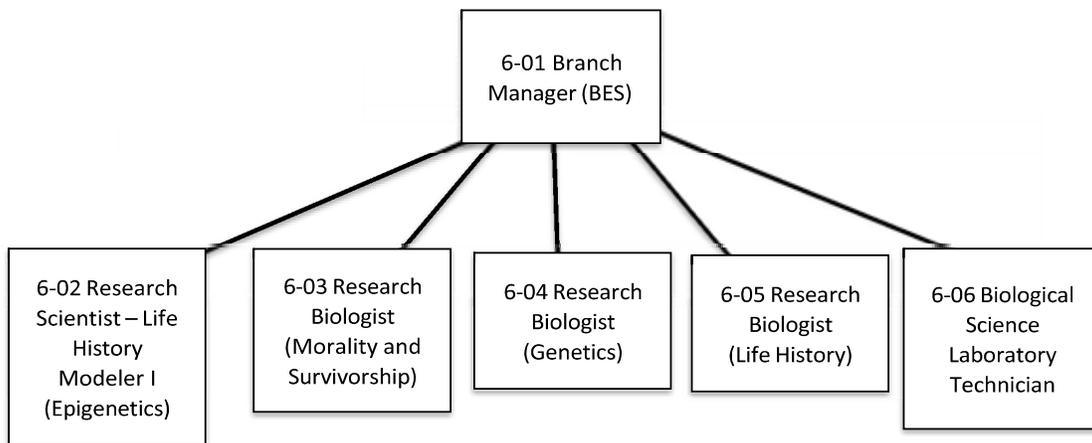
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- 7) Demonstrated capacity to foster a positive work environment.
 - 8) Ability to prioritize and balance a shifting amount of workload in a deadline driven working environment.
 - 9) Strong interpersonal and customer service skills; able to deal with public and staff inquires.
 - 10) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors.
 - 11) Members of the IPHC Secretariat are specifically prohibited from holding any interest in the Pacific halibut industry.

Highly desired:

- 1) Master's degree in one of the following: Computer Science, or related field, and 2 years of experience with application and database development.
- 2) Experience working with the following software development technologies: Net Core, Java (React, AJAX, JavaScript), and R
- 3) Experience working with Business Intelligence platforms including Microsoft Power BI and Tableau.



6-Biological & Ecosystem Sciences Branch (BESB)





**BRANCH MANAGER
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Biological and Ecosystem Sciences Branch (BESB) Manager serves as the primary lead for IPHC scientists, biologists, and technicians responsible for most non-assessment research projects conducted by the Commission. Directs research into Pacific halibut biology, ecosystem effects on Pacific halibut population dynamics, and other factors affecting population demographics. Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut biology and ecology.

In doing so, the BESB manager will provide advice, consultation, guidance, and review of biological and ecosystem science matters to the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Lead the Biological and Ecosystem Sciences Branch to fill key biological and ecological knowledge gaps that will inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with the Quantitative Sciences Branch;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Collection and incorporation of the best and most recent available biological and ecological data to assist in the pursuit of the selected research goals, as well as state-of-the-art technical and methodological research advances;
 - 4) Establishment of a research group composed of highly-capable and motivated researchers whose work is supported by the Biological Science laboratory and associated technical staff;

- II.** Ensure the success of Biological and Ecosystem Sciences research by the IPHC through:
 - 1) Publication of research outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active research collaborations with experts in national and international organizations, research agencies and academic institutions;



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- 3) Proposing annual budgets to the Executive Director that serve to cover various research activities contemplated in the 5-Year Program of Integrated Research and Monitoring.
 - 4) Requesting additional funding from external sources for specific projects in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a biological and ecosystem science perspective;
 - 2) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's senior management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries, Marine Biology, Marine Ecology or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing large-scale research projects at national and international levels;



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- 3) Knowledge of the theories, principles, and methods of biological and ecological research and demonstrated ability to apply these to derive successful research outcomes.
 - 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 5) Proven track record of high-level publications in the peer-reviewed literature.
 - 6) Proven track record of securing external funding through competitive grant applications.
 - 7) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 8) Ability to prepare statements of work for analyses and evaluate performance;
 - 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Proven and effective analytical and problem-solving abilities;
- 3) Demonstrated capacity to work with and within a diverse community.



**RESEARCH SCIENTIST – LIFE HISTORY MODELER I (EPIGENETICS)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Scientist – Life History Modeler I (Epigenetics) position is a post-doctoral-level research position within the Biological and Ecosystem Science Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at developing alternative aging methods based on DNA methylation analyses of fin clip tissue samples routinely collected by the IPHC Secretariat for genomics projects (i.e. sex identification, population dynamics). This new aging method has potential advantages over the traditional aging methods that rely on counting otolith annuli by specialized personnel: high-throughput processing and analysis, non-lethal fish sampling and additional genomic data available for linking age determinations to other biological processes at the individual and population levels (e.g. population dynamics, adaptation, environmental responses, etc.). The Research Scientist – Life History Modeler I position requires understanding of genomics and fishery science research informing fishery management. This is a temporary full-time position with a two-year appointment.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Develop an age estimation method through the generation of a high-resolution DNA methylation map for Pacific halibut tissue;
- II.** Develop a calibration model comparing age determinations by traditional (i.e. otolith annuli reading) and genome-wide DNA methylation-based methods: development of an epigenetic clock for Pacific halibut;
- III.** Develop error estimation methods and conduct sensitivity analyses;
- IV.** Create a panel of DNA methylation markers and develop and validate assays for routine age estimations;
- V.** Write scientific reports and assist with and/or author peer-reviewed papers.

Secondary Duties

- I.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Doctorate degree in quantitative analyses of biological systems through the use of genomics in at least one of the following: Fisheries, Marine Biology, Molecular Ecology, or other relevant field;
- 2) Demonstrable experience in genomics analyses applied to studies on population-level key life history traits;
- 3) Strong quantitative skills: genomics analyses, statistics and modeling;
- 4) Proven experience in programming languages;
- 5) Proven ability to work independently and as a team member;
- 6) Excellent oral and written communication skills;
- 7) Proven ability to write and publish scientific papers.



**RESEARCH BIOLOGIST (MORTALITY AND SURVIVAL)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Mortality and Survival) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of the biological and fishery aspects of Pacific halibut and presents results of research in scientific reports and primary publications. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Conducts biological research on Pacific halibut, focusing on improving our understanding of the biological and fishery aspects of Pacific halibut, including whale depredation avoiding strategies, biological interactions with fishing gear, influence of physiological condition on survival, use of image recognition-based approaches for fish identification, etc
- II.** Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research.
- III.** Assists in budget planning, work specifications, advertising for, selection of, and contracting with research vessels.
- IV.** Reviews data to assure quality control.
- V.** Designs and performs data analyses.
- VI.** Interprets results to determine validity and significance to IPHC research objectives.
- VII.** Prepares scientific or technical reports, and primary publications based on results.
- VIII.** Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- IX.** Provides guidance and support for other staff members at peer level involved in data analysis and research planning.

Secondary Duties

- I.** Represent Commission interests as a member of or advisor to joint working groups in-person or via remote formats (e.g. DMR Working Group, FAO Working Group on Size and Species Selection Experiments).
- II.** Interact with NOAA-Fisheries, DFO, and industry on continued management and data needs in the recreational fisheries sector.



- III. Interact with NOAA-Fisheries, DFO, and industry on continued refinement of bycatch estimation (collaboration on DMR studies, EM development, depredation estimation, etc).
- IV. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- V. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VI. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.
- VII. May also participate in the collection of biological samples in the field.

MINIMUM REQUIREMENTS

- 1) Masters degree (PhD preferred) in at least one of the following: Fisheries, Marine Biology, or other relevant field;
- 2) Strong quantitative skills: statistics and modeling;
- 3) Proven experience in programming languages;
- 4) Proven ability to work independently and as a team member;
- 5) Excellent oral and written communication skills;
- 6) Proven ability to write and publish scientific papers.



RESEARCH BIOLOGIST (GENETICS)

**BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Genetics) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of population dynamics using genomics approaches. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Conducts biological research on Pacific halibut, focusing on the application of genetics and genomics to further understand distribution and population structure of the species.
- II. Processes and analyzes biological samples and conducts genetic analyses.
- III. Serves as liaison with external collaborators from agencies and academic institutions on work related to genetics and genomics.
- IV. Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- V. Responsible for drafting scientific reports for publication in high-quality peer-reviewed journals, and assisting on others as needed.

Secondary Duties

- I. May also participate in the collection of biological samples in the field.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- III. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Masters degree in quantitative analyses of biological systems through the use of genomics in at least one of the following: Fisheries, Marine Biology, Molecular Ecology, or other relevant field;



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- 2) Demonstrable experience in the use of new generation sequencing technologies in population genetics..
 - 3) Strong quantitative skills: genomics analyses, statistics and modeling;
 - 4) Proven experience in programming languages;
 - 5) Proven ability to work independently and as a team member;
 - 6) Excellent oral and written communication skills;
 - 7) Proven ability to write and publish scientific papers.



**RESEARCH BIOLOGIST (LIFE HISTORY)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Life History) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of key life history traits of Pacific halibut informing stock assessment and management strategy evaluation. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Conducts biological research on Pacific halibut, focusing on improving our understanding of key life history traits of Pacific halibut informing stock assessment and management strategy evaluation, including maturity and fecundity, movement and distribution, growth and productivity, etc.
- II.** Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research.
- III.** Assists in budget planning, work specifications, advertising for, selection of, and contracting with research vessels.
- IV.** Reviews data to assure quality control.
- V.** Designs and performs data analyses.
- VI.** Interprets results to determine validity and significance to IPHC research objectives.
- VII.** Prepares scientific or technical reports, and primary publications based on results.
- VIII.** Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- IX.** Provides guidance and support for other Secretariat staff at peer level involved in data analysis and research planning.

Secondary Duties

- I.** Represent Commission interests as a member of or advisor to joint working groups in-person or via remote formats (e.g. MARVLS).
- II.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry).



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- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.
- IV.** May also participate in the collection of biological samples in the field.

MINIMUM REQUIREMENTS

- 1) Masters degree (Ph.D. preferred) in at least one of the following: Fisheries, Marine Biology, or other relevant field;
- 2) Demonstrable experience conducting experimental studies on fish life history;
- 3) Strong quantitative skills: statistics and modeling;
- 4) Proven experience in programming languages (e.g. R);
- 5) Proven ability to work independently and as a team member;
- 6) Excellent oral and written communication skills;
- 7) Proven ability to write and publish scientific papers.



**BIOLOGICAL LABORATORY TECHNICIAN
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Biological Laboratory Technician position is a position within the Biological and Ecosystem Sciences Branch. This position is responsible for the operation and management of the Biological and Ecosystem Science laboratory and for assisting in IPHC research projects and monitoring activities. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Manage the Biological and Ecosystem Science laboratory, involving ordering of supplies and laboratory equipment, and create and maintain an inventory of biological samples, laboratory supplies and equipment.
- II. Ensure proper operation and maintenance of laboratory equipment.
- III. Process and analyze biological samples from Pacific halibut resulting from IPHC research activities.
- IV. Establish technical and analytical protocols in the Biological and Ecosystem Science laboratory.
- V. Responsible for laboratory safety, inventory and documentation of chemicals, and coordination with IPHC safety officer.
- VI. Train Secretariat staff members to conduct specific techniques as needed.

Secondary Duties

- I. May also participate in the collection of biological samples in the field.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- III. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

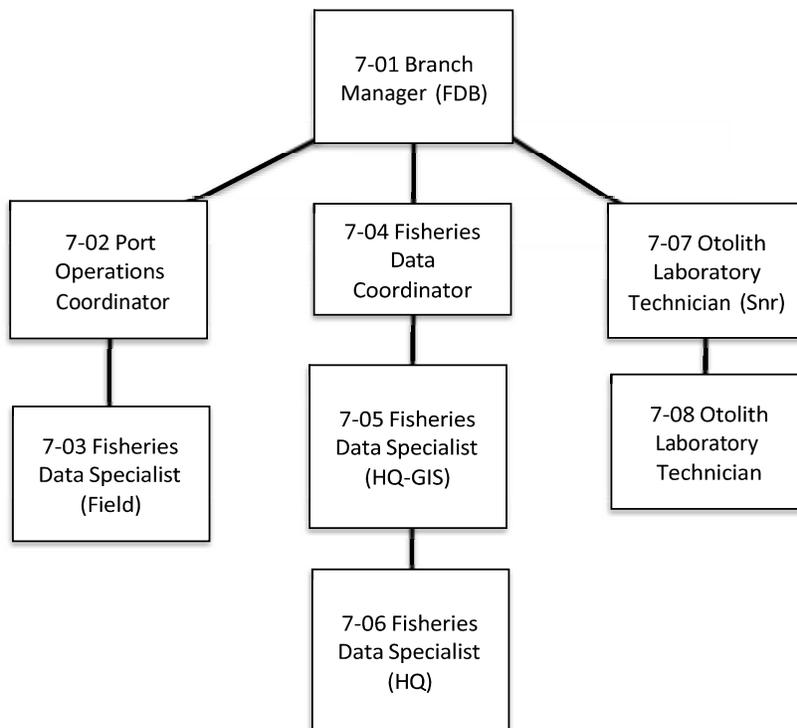
- 1) Bachelor's or advanced (Master's) degree in relevant scientific discipline (e.g., marine biology, fisheries, fish physiology, fish genetics, zoology, environmental science, etc.);



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- 2) At least two years of specialized experience performing technical work on (1) DNA purification and genotyping techniques, (2) molecular gene expression analyses, and (3) determinations of blood and tissue hormone and metabolite levels;
 - 3) Knowledge on bioinformatics applications for PCR primer design, quantitative real-time PCR data analyses and transcriptome sequence analyses;
 - 4) Knowledge of computer functions related to data input and retrieval, and routine analysis of data.



7-Fisheries Data Services Branch (FDSB)





**BRANCH MANAGER
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Services Branch (FDB) Manager provides leadership and management oversight of services for fisheries data collection and storage. The FDSB currently consists of eight (8) personnel, operating within two (2) sections: fisheries data and port operations. In addition, the branch is supported by seasonally contracted field staff operating in a number of fishing ports.

The incumbent is expected to ensure all Branch activities, policies and procedures align with international best practices and standards. The FDSB manager is required to work collaboratively across all IPHC branches.

The incumbent is expected to lead and supervise the planning, budget and expenditures, and personnel management for both groups through the Fisheries Data and Port Operations Coordinators.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Advise on fisheries data collection and storage principles, or the effects of proposed actions on those core functions, including:
 - 1) Directing, monitoring, and evaluating the operation of the Commission's fisheries data programs, including the commercial fisheries data sampling program within ports coastwide, and programs that gather Pacific halibut fisheries and bycatch data from outside organisations. This includes staffing, developing operational plans and related budgets, ensuring adherence to data collection and storage standards, timely delivery of data, and documentation;
 - 2) Supervision and evaluation of the Fisheries Data and Port Operations coordinators, and ensuring that their objectives and deliverables are met;
 - 3) Developing budget inputs and supervising budget execution for the Branch;
 - 4) Manage projects and competing priorities to complete analysis reviews within established deadlines;
 - 5) Working closely with other Secretariat teams to ensure that data collection programs, including data collected by the IPHC and data received from outside organisations, meet the Commission's data needs, and developing modifications and incorporating new data collection processes and technologies as required;



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- 6) Maintaining the Commission's data confidentiality policy, and supervising data provided to outside entities or individuals to ensure that they meet data quality and confidentiality standard;
 - 7) Prepare statements of work, and assist in monitoring agreements/MoU's for fisheries data collection activities, and other related work;
 - 8) Act as the fisheries data point of contact for the Contracting Parties;
 - 9) As a member of the IPHC Management Team, participating in the development of policies affecting Secretariat operations.
- II.** Assist the Executive Branch in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a fisheries data perspective;
 - 2) Assist (via participation in the management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- II.** As in all positions at the IPHC, carry out other duties as assigned as part of a small flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries, Database Management, or other relevant field;



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- 2) At least five years' of progressively increasing experience in developing and implementing large-scale fisheries data collection projects in a multi- or bi-lateral context;
 - 3) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to the development of new methods and approaches;
 - 4) Proven ability to analyze fishery data collection needs and to develop and implement effective data collection programs;
 - 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 7) Ability to prepare statements of work for analyses and evaluate performance;
 - 8) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 9) Demonstrated capacity to foster a positive work environment.

Highly desired:

- 1) Doctorate degree in at least one of the following: Fisheries, Database Administration, or other relevant field;
- 2) Proven track record of effective staff management;
- 3) Proven and effective analytical and problem-solving abilities;
- 4) Demonstrated capacity to work with and within a diverse community.



**PORT OPERATIONS COORDINATOR
PORT OPERATIONS SECTION**

**FISHERIES DATA SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

As part of the Fisheries Data Services Branch (FDSB), the Port Operations Coordinator (POC) position has a human resources focus and is responsible for training, deployment, supervising, and evaluating IPHC Fisheries Data Specialists (Field) and port operations for the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Working with the other Section Coordinator, this position leads and coordinates the Port Operations Section within the FDSB, and throughout the IPHC Convention Area.
- II.** Leads and coordinates field deployment schedules and travel and alerts the Branch Manager of any problems associated with carrying out Port Operations tasks within the FDSB.
- III.** Develops and directs field recruitment and hiring including interviewing and onboarding documentation.
- IV.** Coordinates personnel details, needs and expenses for all Fisheries Data Specialist (Field) in coordination with the Finance and Personnel Services Branch.
- V.** Use administrative software applications for approving timesheets, leave requests, and expense claims for Port Operations.
- VI.** Working with other FDSB members and in particular the Fisheries Data Section, direct the Port Operations training including handling the logistical support (e.g. lodging, travel, and transportation) and involved in developing new technologies related to data collection goals.
- VII.** To be available while IPHC Fisheries Data Specialist (Field) are deployed, unless coverage is predetermined. This includes weekends and holidays as necessary. If necessary, the Port Operations Coordinator could substitute for a Fisheries Data Specialist (Field) in case of unexpected circumstances.



VIII. The incumbent may travel to ports regularly. The goal is for the incumbent to work with the Fisheries Data Specialist (Field), in port at least once every season for training and supervision.

Secondary Duties

- I.** May be involved in special data collection projects within the IPHC or in cooperation with other agencies.
- II.** Assist with writing reports related to Fisheries Data Services, reviewing data forms, and reconciling data, as needed.
- III.** Assist other FDSB Sections, as needed. This may include, but is not limited to, port sampling coverage, data reconciliation, end of season reporting, data editing and management, and gear maintenance and logistics.
- IV.** Collaborate with other FDSB Section Coordinator to ensure tasks are covered and reach agreement on appropriate time for any Coordinator to be out of the office.
- V.** This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations requiring above average agility and dexterity.
- VI.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small flexible organisation. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Experience in supervising staff working in remote localities;
- 4) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 5) Proven ability to work cooperatively and professionally, with people of diverse backgrounds, responsibilities, and positions;



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- 6) Computer skills for documenting, tracking and querying data, and technical expertise for communicating with staff in remote ports;
 - 7) Proficiency with Microsoft Office Suite, SQL and relational databases;
 - 8) Demonstrated capacity to foster a positive work environment.



**FISHERIES DATA SPECIALIST (FIELD)
PORT OPERATIONS SERVICES**

**FISHERIES DATA SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION**

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Port Operations Coordinator in the Fisheries Data Services Branch (FDSB), the Fisheries Data Specialist (Field) (FDS(F)) position is responsible for the International Pacific Halibut Commission's (IPHC) port operations in a designated port. The FDS(F) will act as the lead on all duties in their assigned location including, but not limited to, collecting logbooks, fish tags, and biological specimens, and representing the IPHC Secretariat in the field. Pacific halibut landings can be highly variable in time and space; therefore, this position requires being on call for extended hours, including Saturdays. Ideal candidates have strong interpersonal and organizational skills including the ability to prioritize tasks and meet deadlines in a rapidly changing work environment, and the ability to collaborate and cooperate with members of the Secretariat, as well as outside contacts and stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Prioritize office and field-based tasks and meet deadlines in a rapidly changing work environment.
- II. Follow random sampling procedures to collect biological samples from Pacific halibut, including fork length, weights, tissue samples and otoliths for stock assessment and other purposes.
- III. Collect and edit fishing records from vessel logbooks and landing records for Pacific halibut.
- IV. Collect Pacific halibut tags and tag-associated information.
- V. Enter all biological and logbook data into applicable software and provide input to improve or update software as needed.
- VI. Package and ship logbooks and biological samples to IPHC Headquarters in Seattle, WA, USA, as directed, to meet deadlines.
- VII. Write reports on sampling technique which are reviewed to ensure proper sampling procedures are being applied in the field.
- VIII. Serve as the representative of the IPHC Secretariat in port and relay information between stakeholders and the IPHC Secretariat while adhering to confidentiality policies and procedures.

Secondary Duties

- I. Contribute to the IPHC's social media presence by drafting posts and providing photos on relevant information about their port(s) while adhering to IPHC's confidentiality policies and



procedures, and norms of professionalism.

- II. Train other Fisheries Data Specialists (Field) on a topic(s) during pre-season training and as needed.
- III. Submit administrative requirements (e.g. timecards, mileage reports, leave, gear and expense requests, etc.) on time using Secretariat utilized software applications.
- IV. Provide logistical support for the IPHC's Fisheries-Independent Setline Survey (FISS) and other research activities, when needed.
- V. Process and enter data as assigned (e.g. historical records, logbook data, etc.).
- VI. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VIII. Carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in biology, fisheries or related field or equivalent work experience in this same field;
- 2) Proven ability to effectively collect fisheries data and biological structures, while following random and representative sample collection protocols;
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions and who have varying degrees of understanding of fisheries data collection methods and the impact of fisheries data on fisheries management;
- 4) The ability to work independently and the organizational skills to balance a shifting workload in a deadline driven work environment.

DESIRED

- 1) Experience collecting, editing, and entering data in the field. Experience with fisheries monitoring, especially Pacific halibut fisheries, or other wildlife monitoring is especially welcome.
- 2) Experience working with Microsoft Office 365 (i.e. Outlook, Teams, SharePoint, Excel, Word, PowerApps).



**FISHERIES DATA COORDINATOR
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Coordinator position is responsible for coordinating the fisheries data entry programs, ensuring data accuracy, and documentation of fisheries data (commercial, recreational, subsistence, and bycatch) and reports directly to the Fisheries Data Services Branch Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Responsible for coordinating the completion and accuracy of the fisheries databases including vessel licenses, fishing logs, landing records, and summaries.
- II.** Ensures overall accuracy of data received by IPHC and State, Federal, and Treaty Indian agencies. Coordinates the completion of all data reconciliations to meet group deadlines and complete fisheries reports.
- III.** Coordinates with the FDSB Manager, the port operations coordinator, setline survey coordinator, and other staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- IV.** Works with Federal, State, and Treaty Indian agencies to track IPHC Regulatory Area 2A landings for all fisheries.
- V.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- VI.** This position handles all routine matters concerning fisheries data collection and recording objectives and priorities.
- VII.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VIII.** Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.



Secondary duties

- I.** This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows.
- II.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- III.** This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- IV.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 5) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with FISS field staff in remote locations;
- 6) Proficiency with Microsoft Office Suite, SQL and relational databases.



**FISHERIES DATA SPECIALIST (HQ-GIS)
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Specialist (HQ) positions are responsible for a range of data entry, verification, and reporting roles covering commercial, recreational, subsistence, and bycatch data, and reports directly to the Fisheries Data Coordinator.

Fisheries Data Specialist – (HQ-GIS) This position is responsible for all internal and external data requests that originate from others requesting IPHC data as well as requests that originate from IPHC to external parties. This position is responsible for producing maps, and map products as part of data requests. Additionally, one-quarter to one third of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Collaborate annually with external partners to request, receive, QAQC, review, document, and store data from external partners for use in stock assessments and other IPHC products.
- II.** Provide stock assessors and other IPHC personnel with fisheries data and reports compiled from external sources.
- III.** Collaborate with IPHC Secretariat staff to fill and document all internal data requests.
- IV.** Collaborate with external parties to fill and document data requests for IPHC data.
- V.** Fill and document all requests for maps or mapping products. Serves as GIS/mapping expert for IPHC.
- VI.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry).

Secondary duties

- VII.** Assist Fisheries Data Specialists (HQ) with tasks such as:
 - a. Tracking, compiling, QAQC, reviewing, documenting, and storing commercial fisheries data from fishing logbooks, fish tickets, eLogbooks or other data sources.



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- b. Data reconciliation, including tracking, sourcing, and obtaining missing data (e.g. logbooks [a.k.a. 'log lacking' letters], entries, etc.).
 - c. Review fishery logbooks and reconciliation of commercial data through the match process.
 - d. Other tasks and activities as needed.
- VIII.** Assist Port Operations Coordinator with tasks such as:
- a. Review port sampler's packages including the biological samples and collected and edited logs.
 - b. Tribal training program for IPHC Regulatory Area 2A.
 - c. Directed commercial and tribal sampling program for IPHC Regulatory Area 2A.
 - d. Other tasks as needed.
- IX.** Assist with age data entry and verification.
- X.** Collaborate with the FDSB Manager, the Fisheries Data Coordinator, the Port Operations Coordinator, and other staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- XI.** Deliver data sets to the IPHC's Quantitative Sciences Branch by due dates, in coordination with other Secretariat staff.
- XII.** Coordinate with all relevant Secretariat staff to ensure data are accurate and appropriately stored.
- XIII.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- XIV.** Assist industry and the public by providing fisheries data summaries as requested and on the IPHC website.
- XV.** Assist with database management, including development and management of the interactive field staff web platform (SharePoint) as needed.
- XVI.** This position handles all routine matters concerning fisheries data collection and recording objectives and priorities.
- XVII.** The position may be required to sample in-port at least once every two years to maintain current knowledge and experience with field operations. The incumbent will work with the Fisheries Data Coordinator to ensure tasks are covered during field deployment.
- XVIII.** While most of the work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over



rough, uneven, or rocky surfaces; climbing ladders; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes. This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling in port or at sea, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.

- XIX.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field;
- 2) Two (2) or more years of practical experience in fisheries data handling (collection, documentation), including the use of GIS;
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 4) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with field staff in remote locations;
- 5) Proficiency with GIS, Microsoft Office Suite, SQL, and relational databases.



FISHERIES DATA SPECIALIST (HQ)

**FISHERIES DATA SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Specialist (HQ) positions are responsible for a range of data entry, verification, and reporting roles covering commercial, recreational, subsistence, and bycatch data, and reports directly to the Fisheries Data Coordinator.

Fisheries Data Specialist – Fishery Dependent Data is responsible for data tracking, collating, and reporting on commercial, recreational and subsistence fisheries as well as bycatch of Pacific halibut for the IPHC. Additionally, half of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Track, compile, enter, review, QAQC, document, and deliver a variety of commercial, recreational subsistence, and bycatch fishery data from sources including (but not limited to):
 - a. Alaska Department of Fish and Game (ADFG) fish sales receipts;
 - b. Individual Fishing Quota (IFQ) database;
 - c. Fishing logbooks and eLogbooks data;
 - d. Bycatch data from external parties.
- II.** Review of fishery logbook data and reconciliation of commercial and other data sources to ensure multiple sources of similar information match (e.g. fish sales receipts match logbook).
- III.** Maintain up-to-date documentation of the methods and procedures including the data tracking, entry, compilation, review, QAQC, editing, and storage procedures for recreational fisheries, subsistence fisheries, fish tickets, fishing logbooks, eLogbook data, otolith ages, and bycatch data. Maintain metadata for all applicable databases.
- IV.** Edit and verify data, recommend action to address anomalous data and improvements to data collection and tracking procedures.
- V.** Data reconciliation, including tracking, sourcing, and obtaining missing data (e.g. logbooks, entries, etc.).



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- VI.** Complete annual fisheries reports, including coordinating with other IPHC Secretariat staff to assure all information is accurate, up-to-date, and complete.
 - VII.** Ensure completion and overall accuracy of fisheries databases as well as data received by IPHC from State, Federal, and Treaty Indian agencies, including vessel licenses, fishing logbooks, eLogbooks, landing records and summaries.
 - VIII.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
 - IX.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.

Secondary duties

- I.** Assist the Port Operations Coordinator with tasks such as, but not limited to:
 - a. Review Fisheries Data Specialist (Field) packages including the biological samples collected and edited logs.
 - b. Directed commercial and tribal port sampling for IPHC Regulatory Area 2A.
- II.** Assist with age data entry and verification.
- III.** Collaborate with IPHC Secretariat staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- IV.** Deliver data sets to the IPHC's Quantitative Sciences Branch by due dates, in coordination with other staff.
- V.** Attend agency meetings, as needed.
- VI.** The position may be required to go on port tour at least once every two years to maintain current knowledge and experience with field operations.
- VII.** The position may be required to go to sea on IPHC-contracted vessels periodically if office duties are covered. The goal is to better understand vessel operations and the demands of working at sea in the Pacific halibut fishery to assist in culturing positive working relationships.
- X.** This position may be involved in special data collection or research projects, and is encouraged to participate in biological research studies pertaining to Pacific halibut if time allows.
- XI.** Temporarily, as this task is passed to domestic agencies, work with other Secretariat staff to ensure IPHC Regulatory Area 2A license applications are complete, entered, and filed;



that the licenses are printed and mailed within an acceptable turnaround time; adherence to deadline dates; and responding to inquiries.

- VIII.** While most of the work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; climbing ladders; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- IX.** This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling in port or at sea, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.
- X.** As in all positions at the IPHC, perform other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field;
- 2) Practical experience in data entry & QAQC (experience with fisheries or field biology data preferred);
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 4) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with field staff in remote locations;
- 5) Proficiency with Microsoft Office Suite, SQL, and relational databases;
- 6) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment.



**OTOLITH LABORATORY TECHNICIAN (SNR)
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Otolith Laboratory Technician (Snr) is responsible for all activities related to otolith laboratory and reports directly to the FDSB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Responsible for coordinating the completion and accuracy of the otolith laboratory activities.
- II.** Set annual objectives in collaboration with otolith laboratory team members and conduct annual evaluations of team members, ensure the completion of quality control age readings, annually determine the number of commercial fishery and FISS age samples in consultation with the quantitative sciences branch, and annually provide the FDSB Manager with proposed otolith laboratory budget, including equipment needs.
- III.** Incumbent also provides two reports to the FDSB Manager: a monthly report summarizing age readings, and an annual report summarizing all aging tasks and completed projects.
- IV.** Coordinates with the FDSB Manager, the port operations coordinator, setline survey coordinator, fisheries data coordinator, and other Secretariat staff as needed to ensure otolith samples are received and processed according to sampling protocols and methods.
- V.** Performs all functions related to determining Pacific halibut ages from otoliths, including production age reading, quality control age reading, and otolith selection, storage and archiving.
- VI.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- VII.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VIII.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.



Secondary duties

- I. Assist Port Operations Coordinator with tasks such as:
 - a. Tribal training program for IPHC Regulatory Area 2A.
 - b. Directed commercial and tribal sampling program for IPHC Regulatory Area 2A.
 - c. Other tasks and activities as needed.
- II. Incumbent coordinates IPHC tag recovery program, including coordinating the supply and distribution of awards and letters. Assists other Secretariat staff with Pacific halibut tagging database.
- III. Assists with implementation and maintenance of computerized photo archive database. Adds images to IPHC photo archive database by scanning existing images or downloading images from digital cameras. Coordinates the assignment of standardized descriptive keywords to images. Responds to requests for images made by IPHC Secretariat and outside parties.
- IV. This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows. Incumbent may prepare technical reports and assist with scientific papers and presentations.
- V. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VI. This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- VII. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fish otolith aging methods;
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

IPHC-PD-7-07

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- 5) Proven computer skills for documenting, tracking and querying data;
 - 6) Proficiency with Microsoft Office Suite.



**OTOLITH LABORATORY TECHNICIAN
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Otolith Laboratory Technician is responsible for all activities related to determining Pacific halibut ages from otoliths and reports directly to the Otolith Laboratory Technician (Snr).

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Performs all functions related to determining Pacific halibut ages from otoliths, including production age reading; quality control age reading; otolith selection, storage, and archiving; and age data entry into databases.
- II.** Assists in the coordination of age reading assignments and annual objectives in collaboration with Otolith Laboratory Technician (Snr) and otolith laboratory services team members.
- III.** Coordinates with the FDSB Manager, Otolith Laboratory Technician (Snr), the Port Operations Coordinator, Setline Survey Coordinator (FISS), and other Secretariat members as needed to ensure otolith samples are received and processed according to sampling protocols and methods.
- IV.** Incumbent is responsible for ensuring all hazardous chemicals used in the otolith laboratory are properly labeled, utilized, stored, and disposed of. Incumbent coordinates with IPHC laboratory technician and safety officer to ensure Material Safety Data Sheets (MSDS) for all hazardous chemicals used by otolith laboratory services are available and current.
- V.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed. Incumbent may be required to prepare and give presentations related to otolith collection, aging or related research.
- VI.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.



Secondary duties

- I.** Provides instruction for IPHC interns on otolith laboratory related tasks.
- II.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- III.** This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- IV.** As in all positions at the IPHC, perform other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fish otolith ageing methods;
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 5) Proven computer skills for documenting, tracking and querying data;
- 6) Proficiency with Microsoft Office Suite.