

**Fisheries Business Development Advisor**  
Position Description

Ulnooweg Fisheries Business Development Advisors are responsible for providing business support services to the Indigenous communities and their Commercial Fisheries Enterprises (CFEs) in the Atlantic region and Quebec, with access to resources from the Atlantic Integrated Commercial Fisheries Initiative (AICFI) and the Northern Integrated Commercial Fisheries Initiative (NICFI).

The Fisheries Business Development Advisor reports to the Team Leader of the Fisheries Business Development Team and is responsible for the following:

1. Assessment of Needs and Opportunities as a Lead Team Member for assigned communities
  - Assist Team Leader with assessment of needs and opportunities in relation to the assigned communities.
  - Hold planning meetings with each community to develop an approach and schedule for undertaking business planning to include internal fisheries governance and management policies, procedures and long-term plans.
  - Work with the community to assess community needs for targeted mentoring/training for fisheries-related personnel.
  - Based on the above plan, meet with Team Leader to identify and acquire mentoring /training resources/opportunities for fisheries-related personnel.
  
2. Development of Commercial Fisheries Business Plan and Implementation Strategies for Interested Communities
  - Assist communities with documenting existing governance.
  - Assist CFE personnel with the preparation of proposals and applications for personnel and other resources consistent with requirements of the business development plan.
  - Ongoing, hands-on oversight to ensure execution of business plan development/upgrade activities/steps.
  - Ongoing, hands-on oversight to ensure appropriate mentoring/training is carried out.
  - Report on a regular basis to Team Leader on progress of the work in each community.
  - Based directly on the community and individual management improvement plans and schedules co-developed in each location, carry out a variety of fisheries management knowledge transfer activities such as:
    - Planned visits to provide advice, problem-solve, trouble-shoot, coach or conduct structured question and answer sessions.
    - Assist with preparation of proposals and arranging for formal training sessions for individual managers/coordinators or in group sessions as appropriate.
    - Introduction to a cross-section of effective business/rural development like best practices targeted to community-specific needs/opportunities.
    - Periodic follow-up visits or telephone and e-mail check-ins.
    - Availability for calls or e-mails from managers/coordinators.
    - Co-development of or oversight to the preparation of internal community fisheries management policies, procedures and plans.
    - Sharing of research/reading materials/web-sites relevant to work plan content.

- Organization of visits to and from other commercial fisheries or bands to share best practices and experiences.
- Identification of external training opportunities – private or public.
- Identification of government programs that can provide resource information or other services aimed at supporting or enhancing fisheries management business practices or business management in general.

- Assist with identifying new innovative opportunities for fisheries development.
- Assist with access to outside sources of financing.

### 3. Development of Business Opportunity Plans and Implementation Strategies for Interested Communities

- Assist communities with planning, feasibility analysis, and preparation of business opportunity development plans.
- Assist communities with the preparation of proposals and applications for accessing resources consistent with requirements of the business opportunity development process.
- Provide ongoing, hands-on oversight to ensure execution of business opportunity plans.
- Provide ongoing mentoring/advisory support.
- Report on a regular basis to the Team Leader on progress of the work in each community.

### 4. Utilization of the FMS

The Fisheries Business Development Advisor will serve as a focal point for the Fisheries Management System (FMS) use, and for capture of business issues pertinent to the ongoing enhancement of FMS. Specifically, the Fisheries Business Development Advisor will:

- Be expert in the use of the FMS.
- Confirm the functionality of the FMS in the delivery of business requirements which it is intended to address, as a result of knowledge of the industry and through ongoing consultation with the communities.
- Test new functionality as it is developed for implementation into the FMS, log issues into the bug tracker, and provide advice on the readiness of functionality for implementation or of changes required in the functionality.
- Actively promote use of the FMS to the communities and provide support through education/training/awareness sessions.
- Create and maintain up-to-date stakeholder map of FMS Data Entry Clerks, Fisheries Coordinators, Chief and Council, and others impacted by FMS activities in the communities.
- Maintain active contact and routinely document records of discussions and meetings with community personnel to identify new or changing business requirements, use issues with the application, and reporting requirements.
- Provide community FMS status updates to the Team Leader.
- Provide input to fisheries business processes reviews and advise how they are to be reflected in FMS, suggest additions or modifications to Translation and Lookup tables, and provide input to application design and user interface via consultation or participation in requirements development sessions.

## 5. Evaluation of Progress and Reporting

- Work with community and Team Leader to build into business/opportunity development plan, milestones and schedules for evaluation of progress against plans.
- Work with communities to conduct evaluations of progress and achievements against established goals and milestones, and report on results to Team Leader.
- Provide periodic written and verbal progress reports to the Team Leader.
- On an annual basis, prepare comprehensive written report outlining progress made, lessons learned, and recommendations for future business development for each participating community.