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| **Cluster** | Regional NSW |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI Fisheries/ Compliance Unit |
| **Location** | Various |
| **Classification/Grade/Band** | District Fisheries Officer |
| **Role Family** *(internal use only)* | Bespoke/Regulation and Compliance/Deliver |
| **ANZSCO Code** | 311311 |
| **PCAT Code** | 111 91 92 |
| **Date of Approval** | 6 April 2018 (updated September 2020) |
| **Agency Website** | www.dpi.nsw.gov.au |

# Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

DPI Fisheries, a Branch of NSW DPI, is responsible for administration of the *Fisheries Management Act 1994* and the *Marine Estate Management Act 2014*. The primary objective of the Fisheries branch is to deliver on expectations relating to both economic growth and careful stewardship of our aquatic resources. The Branch leads NSW fisheries and aquaculture industry management, development and conservation through research, policy and regulatory compliance to foster sustainable and economically viable commercial, recreational and aboriginal fishing and aquaculture sectors. The Branch manages the protection of key fish habitats and marine biodiversity, threatened species, oversees fish stock conservation.

# Primary purpose of the role

Supervise a team of Fisheries Officers within a designated geographical area by allocating resources, setting priorities, developing projects and supervising staff.

# Key accountabilities

* Supervise a team of Fisheries Officers including the allocation and monitoring of tasks and facilitate the development of Fisheries Officers Grades 1-3.
* Co-ordinate fisheries compliance activities for the District/Group in line with relevant work instructions to meet operational and Departmental objectives.
* Prepare evidence, offence reports, briefing notes and correspondence in line with the Fisheries Compliance Prosecutions Work Instructions and present evidence at court on behalf of DPI Fisheries.
* Plan and manage work projects and programs using a risk-based approach in delivering fishing compliance services using regulatory and education programs.
* Provide input into the development, review and implementation of Departmental programs and policies to achieve the objectives of the District/Operational Unit.
* Develop operational planning material and engage in routine patrol duties and planned operations to optimise compliance outputs.
* Liaise effectively with clients, members of the public and external stakeholders by exercising sound judgement and providing informed advice.
* Maintain programs within budget constraints to achieve financial and operational efficiencies in the allocation of resources in the relevant area of responsibility.

Key challenges

* Communicating effectively with staff, members of the public, external and internal clients and stakeholders to ensure collect input and delivery of well-balanced services and information.
* Keeping up-to-date with developments in fisheries management policies, fishing technology advances and client expectations and meeting deadlines in a high-volume work area.
* Working in remote areas on land and water.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervising Fisheries Officer/Senior Investigator | * Reports directly to this role. * Receives guidance from, discusses priorities and provides regular updates on projects, issues and progress. * Escalates issues, keeps informed and advises. |
| Fisheries Officers | * Supervises this role. * Seeks and provides information and advice on departmental programs and operations. |
| Other Staff (Compliance Management Staff, Legal Services Staff, other fisheries officers, fisheries managers, staff in other divisions) | * Keeps abreast of issues and provides support.   Exchanges information, seeks and provides advice and discusses and negotiates issues. |
| **External** |  |
| Relevant Industry/Community groups (commercial/recreational fishing, aquaculture & conservation /marine parks), individuals and the general public | * Develop stakeholder relationships, provides services, deliver and receive information and provide advice. |
| Indigenous/Ethnic communities | * Consult on fisheries issues and provide advice on fisheries legislation. |
| Other Government departments especially NSW Roads and Maritime Service and NSW Police | * Exchange information/intelligence concerning illegal activities or request assistance where required and perform joint patrols/operations. |

# Role dimensions

## Decision making

* Operates with some level of independence within the parameters of agreed work plans and delegations, and is accountable for the delivery of work assignment and projects within designated timeframes.
* The role is required to gain approval and advice from the Supervising Fisheries Officer/Senior Fisheries Investigator on matters such as providing advice on contentious or policy issues outside of routine advice to other staff, recommending changes to legislation or policy.
* The role also builds the work plans and rosters, sets priorities for work programs and allocates duties to staff to support the Unit’s objectives.

## Reporting line

Supervising Fisheries Officer or Senior Fisheries Investigator

## Direct reports

Fisheries Officers Grades 1-3 who are assigned in the area of operation to which the role relates

## Budget/Expenditure

Nil

Essential requirements

* Qualifications in accordance with the Crown Employees (NSW Department of Trade and Investment, Regional Infrastructure and Services) Fisheries Staff Award.
* Ability to drive a manual and four wheel drive vehicle.
* Coxswain’s certificate of competency or equivalent.

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Intermediate** |
| Manage Self | Intermediate |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Adept** |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Intermediate |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Intermediate** |
| Think and Solve Problems | Intermediate |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |
|  | **Manage and Develop People** | **Intermediate** |
| Inspire Direction and Purpose | Foundational |
| Optimise Business Outcomes | Foundational |
| Manage Reform and Change | Foundational |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and follow legislation, rules, policies, guidelines and codes of conduct  Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct  Recognise and report misconduct, illegal or inappropriate behaviour  Report and manage apparent conflicts of interest |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Commit to Customer Service | Intermediate | Support a culture of quality customer service in the organisation  Demonstrate a thorough knowledge of the services provided and relay to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Co-operate across work areas to improve outcomes for customers |
| **Results**  Plan and Prioritise | Intermediate | Understand the team/unit objectives and align operational activities accordingly  Initiate, and develop team goals and plans and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals  Accommodate and respond with initiative to changing priorities and operating environments |
| **Results**  Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about their application by self and others  Be alert to risks that might impact the completion of an activity and escalate these when identified  Use financial and other resources responsibly |
| **Business Enablers**  Technology | Intermediate | Apply computer applications that enable performance of more complex tasks  Apply practical skills in the use of relevant technology  Make effective use of records, information and knowledge management functions and systems  Understand and comply with information and communications security and acceptable use policies  Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |
| **People Management**  Manage and Develop People | Intermediate | Ensure that roles and responsibilities are clearly communicated  Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks  Develop team capability and recognise and develop potential in people  Be constructive and build on strengths when giving feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolution of issues |