

Role Description

Fisheries Manager

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Fisheries
Location	Variable
Classification/Grade/Band	Clerk Grade 7/8
Role Family (<i>internal use only</i>)	Adapted/Projects & Programs/Lead
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	July 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

Lead project teams to coordinate the implementation of a range of fisheries programs and projects; and contribute to the development of policy and planning activities that support our fish resources and aquatic environments.

Key accountabilities

- Manage or coordinate a team to analyse information, consult with stakeholders, develop and implement policy, strategy and projects for sustainability of our fish resources and aquatic environments.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Provide legislative, policy and technical advice to internal and external stakeholders, promoting DPI Fisheries with regard to natural resource management, advising on regulatory and legislative matters including the management of fisheries, and promoting DPI Fisheries objectives.
- Provide operational and technical fisheries advice on key natural resource management proposals to ensure they are consistent with legislation.
- Prepare written briefings and correspondence related to fish resources and aquatic environments, including Ministerial briefs, and responses to correspondence, providing high quality information and specialist advice.
- Liaise with commercial, recreational and/or indigenous fishers, other government agencies, environmental groups, and government and non-government groups regarding the management of our fish resources and aquatic environments.

Key challenges

- Coordinates the activities of the team and develops and implements workable solutions to complex issues within the scope of multiple projects often within tight time frames.
- Liaising with a range of internal and external stakeholders who often have different priorities and views when delivering timely and practical advice regarding the management and use of fisheries resources.
- Maintaining current knowledge of legislative and technical changes, including understanding complex and technical information and applying knowledge of fish, aquatic ecology and fisheries management to deliver timely, high quality advice.

Key relationships

Who	Why
Internal	
Senior managers and staff	<ul style="list-style-type: none">• Seeks advice, direction and guidance• Provides and shares information with key staff to directly support activities and objectives of DPI Fisheries
Team	<ul style="list-style-type: none">• Manage to deliver high quality work outcomes that support project deliverables.• Coach, mentor and develop staff to ensure capability meets business needs.
Other Fisheries staff	<ul style="list-style-type: none">• Gathers information to directly support activities and objectives of DPI Fisheries
Other DPI colleagues	<ul style="list-style-type: none">• Promotes opportunities for joint input and action on related activities where appropriate
External	
Other Government agencies	<ul style="list-style-type: none">• Develop networks and source, share and exchanges information• Discusses key DPI Fisheries outcomes and positions

Who	Why
Scientific and academic interests (including those in other jurisdictions)	<ul style="list-style-type: none"> • Develops networks, share and exchanges information • Seeks advice on issues
Key stakeholders (including interested landholders, recreational anglers, government and non-government agencies, and other stakeholders)	<ul style="list-style-type: none"> • Promotes understanding of DPI Fisheries policies and legislation with respect to our fisheries resources and aquatic environments

Role dimensions

Decision making

- Manages work program of the team and ensures project deliverables are completed within required time frames, budget and standards.
- Communicates directly with stakeholders providing advice and guidance that are consistent with current legislation and policy and guidelines.
- Decisions and comments on sensitive, complex or contentious issues are referred to the supervisor/line manager for advice or to confirm or approve a particular approach.

Reporting line

Senior Fisheries Manager, Director, or Group Director

Direct reports

TBA direct reports

Budget/Expenditure

TBA

Key knowledge and experience

- Demonstrated knowledge of contemporary fisheries, natural resource management and aquatic environmental management issues.
- Sound knowledge of policies, plans and legislation relating to the management of fish resources and aquatic environments.

Essential requirements

- Current NSW Driver Licence with the ability to travel throughout NSW and work outside normal working hours.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role.


These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
<div> Business Enablers</div>	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none">• Understand all components of the project management process, including the need to consider change management to realise business benefits• Prepare clear project proposals and accurate estimates of required costs and resources• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements• Identify and evaluate risks associated with the project and develop mitigation strategies• Identify and consult stakeholders to inform the project strategy• Communicate the project's objectives and its expected benefits• Monitor the completion of project milestones against goals and take necessary action• Evaluate progress and identify improvements to inform future projects	Adept
<div> People Management</div>	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none">• Clarify the work required, and the expected behaviours and outputs• Clearly communicate team members' roles and responsibilities• Contribute to developing team capability and recognise potential in people• Recognise good performance, and give support and regular constructive feedback linked to development needs• Identify appropriate learning opportunities for team members• Create opportunities for all team members to contribute• Act as a role model for inclusive behaviours and practices• Recognise performance issues that need to be addressed and seek appropriate advice	Foundational

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational