

Role Description

Fisheries Manager, Aquaculture



Department of
Primary Industries

Agency	Primary Industries / Fisheries NSW
Division/Branch/Unit	Commercial Fisheries & Aquaculture / Aquaculture
Location	Port Stephens
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
Role Number	
ANZSCO Code	132111
PCAT Code	1119192
Date of Approval	19 April 2016

Agency overview

The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) leads the state government's contribution to making NSW:

- a fertile place to invest and to produce goods and services, and thereby
- create jobs and opportunities for our citizens.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- skill formation and development to match industry demand;
- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision-making that contributes to business confidence.

We measure our success by the:

- growth in quantity of employment and the value of output; and the
- competitiveness and sustainability of industries in NSW.

NSW Primary Industries (NSW DPI) within NSW Department of Industry, Skills and Regional Development 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.

Within NSW DPI, Fisheries leads fisheries industry development through research, industry policy and regulatory compliance to foster sustainable and economic fishing industries. The Division manages the protection of key fish habitats, oversees fish stock conservation, regulates commercial and recreational fishing, and manages indigenous fishing and aquaculture. The Division also has oversight of the Game Licensing Unit,

responsible for the implementation and administration of provisions in the Game and Feral Animal Act 2002 and Game and Feral Animal Control Regulation 2012.

Primary purpose of the role

Provide team leadership and support to the Aquaculture Administration team to ensure that day to day business requirements are met. Manage the progression of applications lodged under Part 6 of the Fisheries Management Act 1994, ensuring the delivery of services to support the regulation of the NSW aquaculture industry.

Key accountabilities

- Supervise and support the Aquaculture Administration team to ensure that administrative requirements are met.
- Manage the timely processing of lease and permit applications lodged under the Fisheries Management Act 1994 to ensure the delivery of quality customer service to the NSW aquaculture industry.
- Supervise the administration of aquaculture account and debt management processes, including annual billing and debt recovery, whilst ensuring compliance with current policies and Treasury guidelines.
- Manage various Aquaculture Administration projects including the annual Aquaculture Production Report and the biannual Lease Tender projects to ensure their completion within set timeframes.
- Assist in the development and maintenance of Aquaculture policies and administrative procedure manuals to meet operational requirements.
- Assist in the management of data and the maintenance of Aquaculture databases to ensure the appropriate storage and management of aquaculture data.

Key challenges

- Ability to lead a team that experiences a high volume workload, to multi-task and set work priorities, and to apply problem solving skills to resolve complex situations.
- Ability to take a lead role in resolving difficult and/or sensitive stakeholder issues.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Seek guidance and advice on Aquaculture Administration issues. • Provide feedback and advice on the team's work.
Team members	<ul style="list-style-type: none"> • Provide supervision and support, in order to achieve team goals.
Other DPI staff	<ul style="list-style-type: none"> • Provide and share information with staff to support the activities & objectives of Fisheries NSW.
External	
NSW aquaculture industry	<ul style="list-style-type: none"> • Provide an administrative service to the NSW aquaculture industry through the provision of information & advice.
State & Local Government Agencies	<ul style="list-style-type: none"> • Source, share and provide information relating to the aquaculture industry.

Who	Why
	<ul style="list-style-type: none"> Promote the progression of aquaculture lease and permit applications, which may require development consent or other relevant approvals.

Role dimensions

Decision making

This role supervises the progression of aquaculture lease and permit applications lodged under the Fisheries Management Act 1994, and has the delegation under this Act and the Fisheries Management (Aquaculture) Regulation 2012 to make a number of decisions that relate to these transactions.

Reporting line

Senior Fisheries Manager (Clerk 9/10).

Direct reports

Aquaculture Officer (Clerk 3/4) x 3.

Budget/Expenditure

N/A

Essential requirements

Current Class C NSW drivers licence

Knowledge and understanding of the legislative framework for aquaculture in NSW

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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	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	<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 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Report and manage apparent conflicts of interest • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • 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	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • 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 Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none">• 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