

# Role Description

## Aboriginal Project Officer

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Fisheries
Location	Various
Classification/Grade/Band	Clerk Grade 7/8
Role Number	Bespoke/ Communication & Engagement/ Delivery
ANZSCO Code	224912
PCAT Code	1119192
Date of Approval	November 2018 (updated June 2019; July 2020)
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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

Conduct and support Aboriginal programs and develop communication materials. The role contributes to policy development and assists with the identification of cultural features within marine parks and the broader marine estate to improve cultural awareness, develop cultural competency and recognise the importance of Sea Country.

### Key accountabilities

- Implement key actions of the *NSW Marine Estate Management Strategy 2018-28 Initiative 4 "Protecting the Aboriginal Cultural Values of the Marine Estate"*

- Work with marine park managers to prioritise existing Sea Country & Catchment projects –provide leadership for their development, management, implementation and acquittal.
- Share and transfer community and cultural knowledge, expertise and skills to colleagues, including conducting information sessions to contribute to continuity of knowledge across the branch.
- Establish a network of Aboriginal community stakeholders to gain their input and inform the management of the marine park and improve the ability of DPI Fisheries to integrate Aboriginal heritage, views and values into marine park and marine estate management and planning
- Undertake site inspections, collect and review data and information, assist with environmental assessments or audits, draft recommendations for s.37 cultural fishing permits, reports, and report writing to provide sound and reliable input to park and marine estate management.
- Provide and contribute to advice and analysis of options to inform DPI Fisheries management to ensure policy, and marine park planning consider and respect Aboriginal cultural values
- Assist in the facilitation of marine park advisory committee meetings and stakeholder engagement programs to improve awareness of cultural values.
- Provide input into the development and implementation of education programs and materials to improve awareness of cultural values.

## Key challenges

- Working with marine park stakeholders, especially members of the local Aboriginal communities to enable effective inclusion of Aboriginal perspectives and cultural issues in marine operations and marine estate programs.
- Working in a culturally appropriate manner when dealing with a diverse range of complex issues, in particular, sensitivity to relationships between stakeholders.

## Key relationships

Who	Why
<b>Internal</b>	
Marine Park Manager	<ul style="list-style-type: none"> <li>• Receive broad guidance, exchange information and provide advice.</li> </ul>
Marine Operations Team; Marine Planning Team	<ul style="list-style-type: none"> <li>• Provide support, exchange information and receive feedback.</li> </ul>
Aboriginal Liaison Officers	<ul style="list-style-type: none"> <li>• Network, exchange information, provide support and collaborate</li> </ul>
Aquatic Ecosystems Team	<ul style="list-style-type: none"> <li>• Collaborate, exchange information and receive feedback.</li> </ul>
<b>External</b>	
Stakeholders and non-Aboriginal community (including other Government agencies)	<ul style="list-style-type: none"> <li>• Contribute to effective working relationships and represent DPI Fisheries with respect to marine park and marine estate issues as required</li> </ul>
Aboriginal communities, traditional owners, and Aboriginal organisations	<ul style="list-style-type: none"> <li>• Liaise and engage to develop cooperative working relationships and build community capacity to participate in the management of marine parks and the marine estate.</li> </ul>

Local Land Services (LLS)	<ul style="list-style-type: none"> <li>Contribute to the effective working relationship with LLS and represent DPI Fisheries with respect to the marine estate projects as required.</li> </ul>
Individual marine park advisory committees and community stakeholder groups	<ul style="list-style-type: none"> <li>Contribute to effective working relationships and represent DPI Fisheries with respect to marine protected area issues as required.</li> <li>Share research and education initiatives</li> </ul>

## Role dimensions

### Decision making

- Makes day-to-day decisions regarding tasks in accordance with agreed actions and identified outcomes, oversees visitors onsite, adhere to policies and procedures, and where required consults with the Marine Park Manager on existing policy, procedures, and educational programs.
- Communicates directly with Aboriginal communities and organisations, stakeholders, councils, government agencies and others to make independent decisions that are consistent with current legislation, policy and guidelines.
- Decisions and comments on sensitive, complex or contentious issues are referred to the Marine Park Manager for advice or to confirm a particular approach.

### Reporting line

Marine Park Manager

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Knowledge, respect and understanding of Aboriginal culture and marine park issues relevant to the Aboriginal people of the project area
- Demonstrated experience in environmental or protected area management and the ability to contribute to the conservation of marine biodiversity through the development and implementation of marine protected area planning frameworks

## Essential requirements

- Applicants must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Antidiscrimination Act 1997
- Current valid NSW Driver Licence

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
	 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>	Adept





## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>• Understand the team and unit objectives and align operational activities accordingly</li> <li>• Initiate and develop team goals and plans, and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>	Intermediate
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
 Business Enablers	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Use available technology to improve individual performance and effectiveness</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies</li> </ul>	Intermediate

## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <b>Relationships</b>	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate