

Role Description

Policy Officer Aquaculture

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	Commercial Fisheries & Aquaculture/Aquaculture
Location	Port Stephens
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	234312
PCAT Code	1127292
Date of Approval	7 August 2017 (Updated 6 April 2018; July 2021)
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

Develop and implement operational and administrative policies that support and promote the NSW aquaculture industry, and ensure the effective governance of the industry in accordance with legislation and government policy.

Key accountabilities

- Develop, implement and review aquaculture policies, industry development plans and sustainable aquaculture strategies for management and administration of the NSW aquaculture industry.

- Identify potential regulatory issues and make recommendations for legislative amendments to improve the effectiveness, currency and consistency of the NSW aquaculture legislative framework.
- Undertake research and industry development activities to promote viable aquaculture industries and ensure efficient governance of the NSW aquaculture industry.
- Provide advice to the department, other agencies, prospective aquaculture farmers and the public in general to promote viable aquaculture industries.
- Review applications for aquaculture leases and permits to ensure the department meets its statutory environmental assessment obligations.
- Prepare correspondence, reports, briefs and other forms of written advice for senior staff to assist decision making.
- Represent the department at a range of forums where complex issues and conflicting objectives are presented, and negotiate outcomes consistent with departmental objectives and established policy.

Key challenges

- Managing the expectations of a diverse group of stakeholders.
- Developing appropriate recommendations to solutions for aquaculture issues and supporting policy positions given an environment of limited information.
- Maintaining an effective integrated oyster aquaculture policy and management system for NSW given that some relevant areas do not fall within the statutory responsibility of the department (eg. oyster industry land bases).

Key relationships

Who	Why
Internal	
Senior Policy Officer Aquaculture, Manager Aquaculture	<ul style="list-style-type: none"> • Receives guidance from, discusses priorities and provides regular updates on projects, issues and progress • Escalates issues, keeps informed and advises
Senior Administration Officer Aquaculture and Aquaculture Officers	<ul style="list-style-type: none"> • Seeks and provides information and informed advice on policies and legislation
Biosecurity NSW, Fisheries Compliance, Aquaculture Research	<ul style="list-style-type: none"> • Exchanges information, seeks and provides advice to implement policies and legislation
External	
NSW aquaculture industry, NSW Shellfish Committee, industry associations	<ul style="list-style-type: none"> • Fosters stakeholder relationships • Collaborate in developing a sustainable and resilient aquaculture industry, represent department, share information
Other Local, State and Federal agencies, the general public	<ul style="list-style-type: none"> • Represent department and share information

Role dimensions

Decision making

- Implement established policy to routine oyster aquaculture matters. More complex matters or major policy development and decisions are made in consultation with Senior Policy Officer Aquaculture and Manager Aquaculture.
- Acts with some independence to set priorities and plan work under direction of Senior Policy Officer Aquaculture.

Reporting line

Senior Policy Officer Aquaculture

Direct reports

Nil

Budget/Expenditure

N/A

Essential requirements

- Tertiary qualifications and/or experience in fisheries, aquaculture or related discipline
- Current driver's license and capacity to travel to regional centres in NSW requiring overnight stays.





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	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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 • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • 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 Work Collaboratively	Adept	<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
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Think and Solve Problems	Intermediate	<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 and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none">• Use financial and other resources responsibly• Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management• Conduct delegated purchasing activities, complying with prescribed guidelines and procedures• Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements