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| **Portfolio** | Primary Industries and Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Group/Branch** | Fisheries and Forestry / Marine Estate Management |
| **Location** | Various coastal locations |
| **Classification/Grade/Band** | Clerk Grade 7 / 8 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2022 (updated July 2025) |
| **Agency Website** | www.dpird.nsw.gov.au |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

The Fisheries & Forestry Group manages natural assets on behalf of the NSW community to deliver conservation, sustainability, social, cultural and economic outcomes. It provides research, management, policy, regulatory and compliance solutions which support healthy and resilient ecosystems and enable sustainable fisheries, aquaculture, forestry, and hunting sectors.

Fisheries & Forestry comprises three divisions; Fisheries, which manages aquatic resources; Forestry & Hunting, which supports sustainable forest management and responsible hunting; and Reform & Engagement, which leads policy and operational initiatives; as well as the Marine Estate Management branch, which supports a healthy coast and sea.

Primary purpose of the role

Support the management of the marine estate by coordinating the monitoring and evaluation of the Marine Estate Management Strategy (MEMS), planning and project delivery, communications, and stakeholder and community engagement. This role is focused on the coordination and communication of the Marine Integrated Monitoring Program (MIMP) and will play an important supporting role in the delivery of the statewide Threat and Risk Assessments and formal evaluations of the MEMS by updating evidence and coordinating and collating data.

# Key accountabilities

* Assist with the implementation of the Marine Integrated Monitoring Program (MIMP) in partnership with internal and external stakeholders.
* Provide a range of project management and support services, including procurement services and contract management, preparation of reports and briefs, coordinating resources, maintaining project documentation, identifying and escalating issues, implementing quality control measures, and reporting and communications.
* In collaboration with the MIMP data scientist, deliver the reporting component of the MIMP, including annual reports, report cards, and dashboards highlighting progress and achievements.
* Assist in the planning, coordination, management, and delivery of statewide threat and risk assessments and formal evaluations of the Marine Estate Management Strategy, including data collection and management. This includes working with MEMS initiative leads to improve understanding and awareness of the MIMP and collate information for program evaluations.
* Collate data for monitoring case studies and assist in tailoring these case studies for cumulative impact assessments and ocean accounting. Facilitate cross-agency data sharing and storage across all components of the MIMP.
* Provide timely, expert and accurate advice to internal stakeholders about the marine estate to enhance evidence-based decision-making and ensure project deliverables are met.
* Support the MIMP Steering Committee, and other working groups or committees as required, and provide support at meetings, information sessions or other forums which assist in the delivery of project outcomes and/or improve awareness and understanding of the marine estate.
* Liaise with technical leads and MEMS initiative leads where relevant on research and monitoring elements of their projects and how they are meeting designated indicators.

Key challenges

* Coordinating the implementation of the MIMP across multiple agencies to meet tight deadlines, with limited resources and the need to manage competing priorities.
* Ensuring the alignment of planning, management and evaluation of programs and activities across the NSW marine estate.
* Engaging, communicating and maintaining effective working relationships with diverse stakeholders and wide range of target audiences.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Marine Integrated Monitoring Program Coordinator (Senior Manager) | * Provide advice and contribute to decision making regarding projects and issues
* Escalate issues and propose solutions
* Receive guidance and provide regular updates on projects, issues and priorities
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| Marine Integrated Monitoring Program Project Team | * Guide and support team members
* Support team members and work collaboratively to contribute to achieving team outcomes.
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| Stakeholders | * Develop and maintain effective relationships and open channels of communication
* Exchange information and respond to enquiries
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| **External** |  |
| Stakeholders | * Develop and maintain effective relationships and open channels of communication
* Exchange information and respond to enquiries
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| Government agencies and local councils | * Gather and disseminate information, build supporting relationships and work collaboratively
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| Vendors/Service Providers and Consultants | * Assist in the management of contracts and monitor provision of service to ensure compliance with contract and service arrangements
* Consult, provide and obtain information, negotiate required outcomes and timeframes
* Resolve and provide solutions to issues
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**Role dimensions**

## Decision making

* Determines and manages own workload and priorities in accordance with agreed project objectives and project plans
* Exercises discretion in the approach and content of information, advice and recommendations provided
* Refers to the Senior Manager on critical issues
* Actively builds networks throughout DPIRD, Regional NSW, industry, researchers and with other program stakeholders

## Reporting line

Marine Integrated Monitoring Program Coordinator (Senior Manager)

## Direct reports

Nil

## Budget/Expenditure

Nil

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Behave in an honest, ethical and professional wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest | Foundational |
| **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |

# 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 |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | 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 |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | 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 | Intermediate |