

# Role Description

## Fisheries Technical Coordinator

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Fisheries/Fisheries Research
Location	Port Stephens
Classification/Grade/Band	Fisheries Technician Grade 4
ANZSCO Code	311413
PCAT Code	111 91 92
Date of Approval	20 December 2017 (Updated 6 April 2018 and February and October 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

The Fisheries Technical Coordinator provides supervision and direction of a fisheries technically-based work unit, for approved research projects within the Fisheries Research Branch.

### Key accountabilities

- Plan, schedule and supervise activities of a technical nature relating to a Fisheries technically-based work unit including identifying and managing Work Health and Safety (WHS) risks.

- Manage all equipment relating to the technical based work unit including establishing/updating relevant policies and procedures in relation to use of equipment and keeping maintenance records.
- Evaluate and monitor the use of all work areas in the unit to ensure they meet WHS requirements including conducting site inductions for new staff.
- Manage and provide training to staff within the technical based work unit and ensure staff certification/licence requirements are kept current.
- Coordinate the acquisition of new assets required for the technical based work unit.
- Assist scientists/managers, where required, with drafting briefs, manuscripts, brochures including analysis and representation of data in documents.
- Design and implement small scale experiments that could enhance the function of the technical based work unit.
- Liaise with stakeholders/industry to help develop technical aspects of new projects within the technical base work unit and communicate findings to scientists/managers.

## Key challenges

- Maintaining skill set and keeping up to date with new techniques relating to their technical based work unit.
- Ensuring staff and activities within the technical based work unit comply with relevant Departmental, State and National legislation, standards, policies, procedures and QA/QC practices.
- Management of an intensive, variable work program that may variously require operations out of hours, in a variety of hydrological and climatic conditions and/or in remote land/offshore areas.

## Key relationships

Who	Why
<b>Internal</b>	
Scientist/Manager	<ul style="list-style-type: none"> <li>• Undertakes work according to direction of supervising Scientist/Manager, escalate issues and provide technical advice</li> <li>• Participate in scientists/manager team meetings</li> </ul>
Technical staff work team	<ul style="list-style-type: none"> <li>• Supervise and provide direction for technical staff</li> <li>• Create work plans for team members and manage performance</li> <li>• Lead technical meetings</li> </ul>
Fisheries Compliance Officers	<ul style="list-style-type: none"> <li>• Fisheries Compliance Officers need to be informed of the fieldwork being undertaken by technicians</li> </ul>
Biosecurity Officers	<ul style="list-style-type: none"> <li>• Operate within biosecurity protocols and report issues</li> </ul>
<b>External</b>	
Industry	<ul style="list-style-type: none"> <li>• Seek and maintain specialist technical knowledge to ensure the best current practices are used</li> <li>• Ensure stakeholders are happy with the way technicians have been communicating and working with them</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Supervise and provide direction for students operating in the technical setting</li> </ul>
Suppliers and tradespeople	<ul style="list-style-type: none"> <li>• Liaise with suppliers and tradespeople where required to ensure using the most advance equipment, and resolve routine issues</li> </ul>

Who	Why
General Public	<ul style="list-style-type: none"> <li>• Communicate with the general public about work being undertaken</li> </ul>

## Role dimensions

### Decision making

- Operates with a high level of autonomy and initiative.
- Make effective day to day decisions to complete tasks required in a cost effective way but consult with manager on major expenditures.
- Determine the best technical techniques to be used within the technical based work unit.

### Reporting line

Manager of the fisheries technical based work unit.

### Direct reports

7 direct reports

### Budget/Expenditure

\$300,000

## Essential requirements

- Qualifications in accordance with the Crown Employees (NSW Department of Trade and Investment Regional Infrastructure and Services) Fisheries Staff Award.
- Demonstrated knowledge and relevant experience associated with the fisheries technical based work including fish husbandry, and construction and repair of fisheries equipment.
- Current First Aid certificate and drivers licence. If undertaking any field, boat or underwater activities then additional appropriate boat, SCUBA and 4wd qualifications may be required or ability to obtain.
- Ability to work on weekends, out of hours and in a variety of hydrological and climatic conditions when required.

## 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](http://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
	<b>Act with Integrity</b>	<b>Foundational</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>
 People Management	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Intermediate
	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
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Relationships</b>	Intermediate	<ul style="list-style-type: none"> <li>Support a culture of quality customer service in the</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Commit to Customer Service		<ul style="list-style-type: none"> <li>organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/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 impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>
<p><b>People Management</b> Manage and Develop People</p>	<p>Intermediate</p>	<ul style="list-style-type: none"> <li>• Ensure that roles and responsibilities are clearly communicated</li> <li>• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</li> <li>• Develop team capability and recognise and develop potential in people</li> <li>• Be constructive and build on strengths when giving feedback</li> <li>• Identify and act on opportunities to provide coaching and mentoring</li> <li>• Recognise performance issues that need to be addressed and work towards resolution of issues</li> </ul>