Role Description
Fisheries Management Officer (Standard)

Cluster	Planning, Industry & Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Fisheries
Location	Variable
Classification/Grade/Band	Clerk Grade 3/4
Role Family (internal use only)	Bespoke/Administrative and Executive Support/ Support
ANZSCO Code	511112
PCAT Code	111 91 92
Date of Approval	17 November 2017 (Updated 6 April 2018; August 2019)
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

DPI Fisheries, a Branch of NSW DPI, is responsible for the *Fisheries Management Act 1994* and the M*arine Estate Management Act 2014.* The primary objective of the Fisheries branch expectations relating to both economic growth and careful stewardship of our aquatic resources. The Branch leads fisheries industry development through research, policy and regulatory compliance to foster sustainable and economic commercial, recreational and aboriginal fishing and aquaculture. The Branch manages the protection of key fish habitats, threatened species and oversees fish stock conservation.

The Branch has oversight of the Game Licensing Unit, responsible for the *Game and Feral Animal Act 2002* and Game and Feral Animal Control Regulation 2012. This Unit regulates hunting in NSW to ensure it is conducted safely and ethically, that access is managed sustainably and contributes positively to economic development in accordance with community expectations.

The Branch has oversight of DPI Forestry, responsible for the *Plantations and Reafforestation Act 1999.* This Unit is responsible for forestry policy development under the NSW Forestry Industry Roadmap, guided by recognised expertise on forestry science, and provides regulatory services.

Primary purpose of the role

Undertake fisheries management activities to support management of the State's fisheries resources and support the delivery of projects that support statutory objectives of conserving, developing and sharing the fishery resources of NSW

Key accountabilities

- Support the development and implementation of fisheries management arrangements and/or administrative processes, in accordance with the requirements of the Fisheries Management Act 1994 and other relevant legislation, policy and procedures.
- Liaise with staff, external clients and broader stakeholders as needed to maintain the two way flow of information and providing a quality customer service.
- Assist in researching matters related to contemporary and emerging fisheries management and/or administrative issues and in the development of policy approaches or procedures.
- Prepare briefs, reports, correspondence and other materials in line with DPI Fisheries procedures and communication/publication policy and guidelines.
- Compile, store and analyse information and data using word processors, spreadsheets and databases and other Department electronic record keeping systems.

Key challenges

- Dealing with a high volume workload within tight timeframes and interpreting and applying legislation, policy and/or procedures.
- Effectively communicating legislative, policy and procedural requirements and managing interactions with stakeholders facing significant business related pressures.

Key relationships

Who	Why
Internal	
Manager	- Escalate issues, seek advice, guidance and direction. - Provide regular updates and keep informed
Team Members	Keep abreast of issues, provide support and share ideas.
Departmental staff	Share knowledge, discuss issues, promote innovation.
External	
State and Local Government Agencies	- To source, share and provide information relating to NSW Fisheries. - Deliver on client services requiring integrated approvals. - Develop knowledge of policies affecting others' management responsibilities.
Other Stakeholders	- Provide and gather information. - Deliver administrative and other services.

Role dimensions

Decision making

- Manages own work priorities to ensure the completion of work program outcomes
- Advice given to clients relating to administrative processes or requirements are made with due regard to the current policies and their application.
- Complex or contentious issues are referred to the supervisor/line manager for advice or to confirm or approve a particular approach.

Reporting line

Senior Fisheries Management Officer or manager - dependent on structure of group and area of work.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Current Class C Drivers Licence

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

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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	• 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	Intermediate	• 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	• 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	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Results Demonstrate Accountability	Intermediate	• 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**
		• Use financial and other resources responsibly
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology