

Role Description

Marine Park Officer



Department of Primary Industries
and Regional Development

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Fisheries and Forestry / Fisheries / Aboriginal Fisheries and Marine and Coastal Environment
Location	Various
Classification/Grade/Band	Clerk Grade 7 / 8
Role Number <i>(internal use only)</i>	Bespoke / Regulation and Compliance / Deliver
ANZSCO Code	234314
PCAT Code	1119192
Date of Approval	October 2024
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 Branch 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 planning, administration, authorisations and environmental assessment, community relations, asset maintenance and procurement consistent with the objectives and statutory requirements of the *Marine Estate Management Act 2014* related to the management of the State's system of marine protected areas.

Key accountabilities

- Participate in the development, implementation and review of management plans and rules to attain the objectives of the *Marine Estate Management Act 2014* and purposes of marine protected areas
- Provide input to the development and implementation of education programs and materials to promote public education, appreciation and enjoyment of marine protected areas.
- Assess applications for activities requiring consent and prepare permits in accordance with statutory and policy requirements, as well as liaise and provide information to consent and determining authorities regarding developments/activities affecting, or in the locality of, marine protected areas.
- Prepare correspondence and briefing notes to internal and external stakeholders, including on matters that are politically or commercially sensitive
- Procure goods, services and contractors associated with the management and maintenance of marine protected areas and assets including moorings, markers, signage and advisory materials in accordance with statutory and policy requirements.
- Liaise with government agencies and local communities (Aboriginal and non-Aboriginal) to ensure protection and preservation of sites and objects of special cultural significance, as well as community liaison activities, and represent the Department at meetings, workshops and stakeholder forums.
- Provide advice on legislation, policy, procedures and technical matters to internal and external stakeholders and prepare correspondence and briefing notes to internal and external stakeholders.

Key challenges

- Working with the broad spectrum of marine protected area stakeholders, including direct user groups and those within the catchment. In particular, balancing the demands of competing resource users and expectations within the constraints of increasing workloads
- Facilitating channels of communication with internal and external stakeholders and resolve issues as required.
- Consistently applying relevant legislation, policies and procedures to achieve strategic priorities, goals and outcomes and delivering timely and practical advice to a wide range of stakeholders involved in the management and use of marine protected areas.

Key relationships

Who	Why
Internal	
Marine Park Manager	<ul style="list-style-type: none">• Receive guidance, exchange information and provide advice.
Marine Operations and Marine Planning Teams	<ul style="list-style-type: none">• Provide support, exchange information and receive feedback.
Other staff in DPI Fisheries	<ul style="list-style-type: none">• Collaborate, exchange information, receive feedback and ensure consistency in interpretation and application of legislative and policy frameworks.
External	
Stakeholders and the local community (including other Government agencies and authorities)	<ul style="list-style-type: none">• Liaise and consult with relevant stakeholders in relation to marine protected areas, in particular cultural, recreational and commercial users to foster cooperative working relationships.

Who	Why
Individual marine park advisory committees and community stakeholder groups	<ul style="list-style-type: none"> Contribute to the effective working relationship and represent DPI Fisheries with respect to marine protected area issues as required. Share information

Role dimensions

Decision making

- Makes day-to-day decisions regarding tasks in accordance with agreed actions and identified outcomes and where required consults with the Marine Park Manager on existing policy, procedures, and programs.
- Communicates directly with 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 an approach.

Reporting line

Marine Park Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated knowledge of the marine environment and purposes of marine protected areas
- 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 legislation and frameworks
- Ability to interpret and apply legislative and policy frameworks

Essential requirements

- Current Class C manual 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
<div> Personal Attributes</div>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
<div> Relationships</div>	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use 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	<ul style="list-style-type: none">• Take responsibility for delivering high-quality customer-focused services• Design processes and policies based on the customer’s point of view and needs• Understand and measure what is important to customers• Use data and information to monitor and improve customer service delivery• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers• Maintain relationships with key customers in area of expertise	Adept





FOCUS CAPABILITIES

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