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| **Portfolio** | Primary Industries and Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Group/Division/Branch** | Fisheries and Forestry / Fisheries / Freshwater Fisheries and Threatened Species |
| **Location** | Various locations / location specific |
| **Classification/Grade/Band** | Clerk Grade 5 / 6 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | March 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 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

Contributes and undertakes a range of project and administrative activities to support the coordination of environmental assessments, field inspections, and desktop audits for aquatic biodiversity, and fish habitat.

# Key accountabilities

* Assist the project team to complete tasks and implement project plans for aquatic biodiversity protection and rehabilitation outcomes including scheduling meetings, and collating documents and records to ensure projects comply with agreed project methodologies and outcomes.
* Assist and undertake research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning.
* Assist with undertaking site inspections and environmental assessments and/or audits including collecting, reviewing and maintaining data and information and making recommendations for future action.
* Contribute and assist in the administration of specific projects including entering all basic data, scheduling, tasks and milestones, resourcing, and Gantt charts into project reporting and financial systems.
* Maintain information management systems, records and databases for the unit, ensuring environmental assessments and audits are current and accessible at all times, and records are maintained in accordance with State and Department record keeping requirements.
* Provide a range of secretariat and administrative services, including coordinating committee meetings and preparation of papers to support project management delivery.

Key challenges

* Prioritising work by balancing and responding to short notice requests while meeting long term project outcomes.
* Assisting the team in communications with landholders, government agencies and other external stakeholders on emergent issues in accordance with departmental policies.

Key relationships

**Internal**

|  |  |
| --- | --- |
| **Who** | **Why** |
| Senior Fisheries Manager | * Escalate issues, seek advice, clarify guidance and direction. * Provide input, advice and information and contribute to the team's work |
| Project team | * Participate in meetings, share information, keep abreast of issues and provide input on issues. * Support team members and work collaboratively to contribute to achieving team outcomes. |
| Broader DPI, Internal stakeholders and clients | * Share knowledge, develop networks, and promote innovation. * Coordinate meetings and activities * Provide updates on project status |

**External**

|  |  |
| --- | --- |
| **Who** | **Why** |
| Other government agencies and stakeholders | * Share and provide information to foster cooperative working relationships and to facilitate information and project activities. * Maintain knowledge of policies and legislation which impact project development and activities. |

# Role dimensions

## Decision making

* Determines own work priorities taking into account the needs and requirements across the Freshwater Environment Branch and the requirements of specific program timelines.
* Exercise discretion in the approach and content of information, advice and recommendations provided.
* Decisions are made within the limits of established policies and guidelines.
* In consultation with supervisor and other officers, coordinates meeting and event logistics and details.

## Reporting line

Senior Fisheries Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Working knowledge and understanding of natural resource management, freshwater environment and aquatic biodiversity conservation.

Essential requirements

* Current NSW Class C Driver Licence
* Remote first aid certificate or willingness to acquire
* Coxswain certificate or willingness to acquire one and at a minimum hold a NSW boat license with demonstrated experience
* Willingness to travel and stay in remote locations for extended periods
* Physical fitness and stamina to handle the demands of working in remote areas

# 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 | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | 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  Connect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use 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 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 |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | 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 | | 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 |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| 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 | Foundational |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
|  | 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 |