

Role Description

Executive Assistant to DDG DPI Fisheries



Department of
Primary Industries

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Fisheries/DDG DPI Fisheries office
Location	Port Stephens
Classification/Grade/Band	Clerk Grade 7/8
Role Family (<i>internal use only</i>)	Adapted/Administrative and Executive Support/Support
ANZSCO Code	521111
PCAT Code	1231592
Date of Approval	22 December 2016 (updated February 2020; July 2020)
Agency Website	www.dpi.nsw.gov.au

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

Provides a range of executive, secretarial and administrative support services across a range of complex issues to support the Deputy Director General DPI Fisheries (DDG, DPI Fisheries) and to contribute to the efficient and effective running and operations of the office.

Key accountabilities

- Manage the DDG DPI Fisheries diary appointments, records and correspondence to facilitate the effective management of the DPI Fisheries Branch.
- Undertake a range of administrative projects including researching and collating of information on organisations and events to identify emerging issues for the notice of the DDG.
- Prepare, collate and coordinate reports, advice and briefings on complex policy and operational matters to support informed decision making and planning.
- Act as the first point of contact to the DDG DPI Fisheries, exercising confidentiality and discretion, triaging issues, prioritising and appropriately referring matters to staff to effectively manage the DDG's time.
- Provide secretariat support for the DDG's office regularly liaising with the executive team and committees to coordinate meetings, agendas, minutes and ensure the efficient flow of documents and correspondence.
- Organise international and domestic travel arrangements for the DDG and other executive staff; and monitor and record expenditure to ensure the effective use of time and travel budget.
- Develop, implement, maintain and monitor office management and administrative systems including data storage and retrieval and maintain the filing system to allow data to be accessed efficiently.

Key challenges

- Providing a high level of executive support services concurrently to a range of projects and activities while under the pressure to meet tight deadlines, heavy workloads and unexpected peaks and troughs.
- Working with a high degree of tact and diplomacy ensuring that sensitive and confidential matters are treated appropriately and with a minimum of disruption to the DDG, DPI Fisheries.

Key relationships

Who	Why
Internal	
Deputy Director General DPI Fisheries	<ul style="list-style-type: none"> • Maintain the electronic diary, determine work priorities and provide information. • Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions
Secretary, DPI Executive team and other senior members of staff	<ul style="list-style-type: none"> • Arrange meetings and address departmental issues and activities. • Develop and maintain effective working relationships and open channels of communication
Executive Assistants, Branch Support Officers and other key staff across DGs office and across DPI Fisheries	<ul style="list-style-type: none"> • Provide services and exchange information • Work collaboratively and productively with branch support officers to ensure effective and efficient Fisheries branch support
External	
Stakeholders and clients at a senior level including Ministerial offices, Office of Director General and Government Agencies.	<ul style="list-style-type: none"> • Establish and maintain productive working relationships and networks to address highly confidential and sensitive matters.

Role dimensions

Decision making

The Executive Assistant determines day to day priorities, taking into account the daily work needs and requirements of the DDG, the DPI Executive Team and other senior members of staff.

Reporting line

Deputy Director General DPI Fisheries

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Thorough knowledge of the machinery of Government, at a Federal, State and local level, and experience in dealing with politically sensitive and confidential industry and business development issues.

High level of organisational, administrative and co-ordination skills including ability to plan and prioritise work with minimal supervision and deal with confidential and sensitive issues.

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
 Personal Attributes	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 • 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
	 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge 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 • Cooperate across work areas to improve outcomes for customers 	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • 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

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	Adept
	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	Intermediate
	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
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	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	Foundational