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| **Cluster** | Regional NSW |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI Fisheries/ Compliance Unit |
| **Location** | Various |
| **Classification/Grade/Band** | Supervising Fisheries Officer / Senior Fisheries Investigator |
| **Role Family** *(internal use only)* | Adapted/Regulation and Compliance/Deliver |
| **ANZSCO Code** | 311311 |
| **PCAT Code** | 111 91 92 |
| **Date of Approval** | 28 September 2017 (updated September 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

Manages a team of District Fisheries Officers within a designated geographical area by allocating resources, setting priorities, developing projects and supervising staff. The role is also responsible for ensuring all activities within a defined geographical area, support NSW DPI corporate objectives and NSW Government policy.

# Key accountabilities

* Manage a team of District Fisheries Officers including allocation and monitoring of work and facilitate development through ongoing coaching and established learning programs.
* Manage and monitor programs, associated staff, budget and resources in line with relevant work instructions to achieve financial and operational efficiencies and meet Unit, Zone/Group objectives.
* Lead or contribute to special projects within the DPI Fisheries Compliance Unit to deliver identified divisional outcomes and support NSW Government directives.
* Review evidence, offence reports, briefing notes and correspondence prepared by Fisheries Officers within the area of responsibility, in line with the Fisheries Compliance Prosecutions Work Instructions, and present evidence at court on behalf of DPI Fisheries.
* Approve Annual District Compliance Plans for the Zone/Group, and work projects and programs that have been developed by the District Fisheries Officer using a risk based approach for delivery of fishery compliance services using regulatory and education programs.
* Endorse operational planning material and engage in routine patrol duties and planned operations to optimise compliance outputs.
* Liaise effectively with clients, members of the public and internal and external stakeholders by exercising sound judgement and providing informed advice.

Key challenges

* Building and developing teams of effective and well-trained Fisheries Officers to deliver agreed outcomes.
* Ensuring Fisheries Officers are kept aware of contentious issues within the Zone/Group to assist with planning and operational duties.
* Keeping up to date with developments in fisheries management policies, fishing technology advances and client expectations and meeting deadlines in a high-volume work area.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director Fisheries Compliance | * Reports directly to this role. * Receives guidance from, discusses priorities and provides briefs and regular updates on projects, issues, training programs and progress. * Escalates issues, keeps informed and advises. |
| Other staff (eg. District Fisheries Officers, Compliance staff, Legal Services staff, fisheries staff in other Divisions). | * Keeps abreast of issues and provides support. * Exchanges information, seeks and provides advices and discusses and negotiates issues. * Exchanges information, seeks and provides advice and discusses and negotiates issues. * Provides briefs, seeks/provides advice/consults on trends and the impact of fisheries management proposals within the area to which the role relates. |
| **External** |  |
| Relevant industry/community groups (commercial/recreational fishing, aquaculture & conservation/Marine Parks), individuals and the general public. | * Develop stakeholder relationships, provide services, deliver and receive information and provide advice. |
| Indigenous communities and Non English Speaking Background (NESB) communities | * Consult on fisheries issues impacting on Indigenous and Ethnic communities. |
| Other government departments NSW Roads & Maritime Services and NSW Police Force. | * Exchange information/intelligence concerning operational activities and fisheries issues or request assistance where required. |

# Role dimensions

## Decision making

* Operates with a level of independence within the parameters of agreed work plans and delegations, and is accountable for the delivery of work assignment and projects within designated timeframes.
* The role is required to gain approval and advice from the Director Fisheries Compliance on matters such as providing advice on contentious issues or policy issues outside of routine advice to other staff recommending changes to legislation or policy.
* Approves work plans, district rosters and work programs for the Zone/Group to support the Units objectives.

## Reporting line

The role reports to the Program Leader, North East or Program Leader South East or Program Leader, Special Operations and Inland.

## Direct reports

District Fisheries Officers who are assigned in the Zone/Group to which the role relates.

## Budget/Expenditure

Delegation: $30,000

Essential requirements

* Qualifications in accordance with, the Crown Employees (NSW Department of Trade and Investment, Regional Infrastructure and Services) Fisheries Staff Award.
* Ability to drive a manual and four wheel drive vehicle.
* Coxswains Certificate of Competency or equivalent.

# 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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Advanced** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Adept |
| **Demonstrate Accountability** | **Adept** |
|  | **Finance** | **Intermediate** |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Intermediate |
| Project Management | Adept |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Adept |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Intermediate |

## 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 | Advanced | Model the highest standards of ethical behaviour and reinforce them in others  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Ensure that others have a working understanding of the legislation and policy framework within which they operate  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act on reported breaches of rules, policies and guidelines |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **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 | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly |
| **Results**  Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actions  Ensure that actions of self and others are focused on achieving organisational outcomes  Exercise delegations responsibility  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others  Conduct and report on quality control audits  Identify risks to successful achievements of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**  Finance | Intermediate | Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending  Take account of financial and budget implications, including value for money in planning decisions  Present basic financial information to a target audience in an appropriate format  Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them  Display an awareness of financial risk and exposure and solutions to address these |
| **Business Enablers**  Technology | Intermediate | Apply computer applications that enable performance of more complex tasks  Apply practical skills in the use of relevant technology  Make effective use of records, information and knowledge management functions and systems  Understand and comply with information and communications security and acceptable use policies  Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |