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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 / Aboriginal Fishing and Marine Conservation |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 5 / 6 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 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

The Project Officer will undertake a range of support activities to assist in the development and delivery of key cultural fishing and business development programs for Aboriginal people and communities in NSW.

# Key Accountabilities

* Provide administrative support including preparation of meeting documents and travel arrangements for the Aboriginal Fishing Advisory Council and associated committees and other work-related meetings/workshops
* Maintain effective networks and partnerships within the local and regional community, including fishers, associations, key stakeholder groups and other government departments, to share information on relevant issues
* Support the engagement of Aboriginal communities in fisheries outcomes statewide
* Undertake community engagement and consultation activities including organising community forums, developing materials and tools, preparing mail outs and promotional activities, and collating and analysing community and stakeholder feedback and submissions to inform planning and decision making
* Develop and maintain records and databases including stakeholder contacts, publications and images, feedback and submissions from engagement processes, and ensure they are up to date, accurate and accessible
* Contribute to the development of Aboriginal fisheries policy and communication and community engagement materials including newsletters, notifications, submission forms, fact sheets, discussion papers, website content and updates, signage and brochures as required

# Key Challenges

* Work with members of the local Aboriginal communities to enable effective inclusion of Aboriginal perspectives and cultural issues into key Aboriginal Fishing programs and initiatives
* Working in a culturally appropriate manner when dealing with a diverse range of complex issues, in particular, sensitivity to relationships between stakeholders

# Key Relationships

**Internal**

| Who | Why |
| --- | --- |
| Senior Manager, Aboriginal Fisheries | * Seek advice, guidance, exchange information and direction. * Provide advice on administrative and related operational issues. * Share and exchange information. |
| Staff in Aboriginal Fisheries | * Seek advice, exchange information, develop networks and collaborate on work-related projects * Provide advice on administrative and related operational issues |
| Staff in broader DPI Fisheries | * Provide advice and exchange information. * Share knowledge, develop networks, negotiate issues and promote innovation. |

**External**

| Who | Why |
| --- | --- |
| Other Government Agencies | * Develop networks and source, share and provide information. |
| Aboriginal advisory councils | * Support the administration of their operations, support and maintain effective communications with the Chairs and members. |
| Members of local Aboriginal communities | * Develop networks and liaise when providing high quality information and advice and carry out on-ground projects. |

# Role Dimensions

## Decision making

* Communicates directly with stakeholders, local councils and other organisations and represents NSW DPI
* Independently provides information and advice representing a consistent NSW DPI position and interpreting current policy
* Decisions and comments on sensitive, complex or contentious issues are referred to the Manager for advice or to confirm or approve a particular approach

## Reporting line

## Senior Manager, Aboriginal Fisheries

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge, respect and understanding of Aboriginal culture and marine estate issues.

Essential Requirements

* This is an identified role under Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role. Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977) for Aboriginal people who meet the following criteria:
* is of Aboriginal and/or Torres Strait Islander descent, and
* identifies as an Aboriginal and/or Torres Strait Islander person, and
* is accepted as such by the Aboriginal and/or Torres Strait Islander community.
* Current NSW Driver Licence and the ability and willingness to travel.

## 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.

| **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 | Behave in an honest, ethical and professional way  Build understanding of ethical behaviour  Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation  Speak out against misconduct and illegal and inappropriate behaviour  Report apparent conflicts of interest | Foundational |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needs  Help customers understand the services that are available  Take responsibility for delivering services that meet customer requirements  Keep customers informed of progress and seek feedback to ensure their needs are met  Show respect, courtesy and fairness when interacting with customers  Recognise that customer service involves both external and internal customers | Foundational |
| relationships | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | Use facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements and be open to compromise  Keep discussions focused on the key issues | Intermediate |
| results | **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 |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Take responsibility for own actions  Be aware of delegations and act within authority levels  Be aware of team goals and their impact on work tasks  Follow safe work practices and take reasonable care of own and others’ health and safety  Escalate issues when these are identified  Follow government and organisational record-keeping requirements | Foundational |
| business-enablers | **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.

| **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 | Foundational |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | 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 |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |