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| **Cluster** | Regional NSW |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI Fisheries / Compliance Unit |
| **Location** | Various  |
| **Classification/Grade/Band** | Fisheries Officer Grade 1 - 2 |
| **Job Family**  | Bespoke / Regulation and Compliance / Support |
| **ANZSCO Code** | 311311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 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

Assist with the delivery of fisheries compliance services and the implementation of advisory, education and compliance programs in accordance with the DPI Fisheries Strategic Plan and the provisions of the Fisheries Management Act 1994 and other relevant legislation.

# Key accountabilities

* Assist in fisheries compliance activities using a range of surveillance mechanisms and evidence collection processes in line with relevant work instructions to meet District/Operational Unit objectives
* Prepare evidence, offence reports, briefing notes and correspondence in line with the Fisheries Compliance Prosecution Work Instructions, and present evidence at court on behalf of DPI Fisheries
* Liaise effectively with clients, members of the public and external stakeholders by exercising sound judgement and providing informed advice, and escalating more complex issues to the supervisor
* Assist in the development of operational planning material and participate in routine patrol duties and planned operations to optimise compliance outputs
* Assist in the design and delivery of informative educational programs associated with commercial and recreational fishing, aquaculture and conservation programs to convey a knowledge and understanding of issues and legislation to stakeholders and clients
* Undertake routine maintenance of departmental equipment and materials to ensure they are kept in good operational condition

Key challenges

* Keeping up to date with developments in fisheries management policies, fishing technology and client expectations
* Communicating effectively with staff, stakeholders and clients to ensure collective input and delivery of well-balanced services and information
* Working in remote areas on land and water

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| District Fisheries Officer  | * Reports directly to this role
* Receives guidance from, discusses priorities and provides regular updates on projects, issues and progress
* Escalates issues, keeps informed and advises
 |
| Supervising Fisheries Officer | * Seeks and provide information and expert advice on departmental programs and operational matters
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| Other staff (e.g. Compliance Management staff, Legal Services staff, other fisheries officers, fisheries managers, staff in other Divisions). | * Keeps abreast of issues and providing support
* Exchange information, seeks and provides advice and discusses and negotiates issues
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| **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
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| Indigenous communities and NESB communities. | * Consult on fisheries issues and provide advice on fisheries legislation
 |
| Other government departments especially NSW Roads & Maritime Service and NSW Police. | * Exchange information/intelligence concerning illegal activities or request assistance where required and perform joint patrols/operations
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# Role dimensions

## Decision making

* Makes decisions to enable the performance of duties as set out in approved fortnightly work schedules and maintenance programs
* The role is required to gain approval and advice from the District Fisheries Officer on matters including provision of advice on contentious or policy issues outside of routine advice to other staff, acquisition of assets, recommending changes to legislation or the imposition or change to fishing closures, providing media input

## Reporting line

District Fisheries Officer

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Qualifications in accordance with the Crown Employees (NSW Department of Trade and Investment, Regional Infrastructure and Services) Fisheries Staff Award
* Current NSW Drivers Licence and the ability to drive a manual and four wheel drive vehicle

# 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 |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Focus on key points and speak in plain English
* Clearly explain and present ideas and arguments
* Listen to others to gain an understanding and ask appropriate, respectful questions
* Promote the use of inclusive language and assist others to adjust where necessary
* Monitor own and others’ non-verbal cues and adapt where necessary
* Write and prepare material that is well structured and easy to follow
* Communicate routine technical information clearly
 | Intermediate |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | * 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 |
|  | **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 |
|  | **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 |

# 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 |
|  | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | 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 | Foundational |
|  | 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 |