Role Description
Project Officer - Marine Estate

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Fisheries/Aboriginal Fishing & Marine & Coastal Environments
Location	Various
Classification/Grade/Band	Clerk Grade 5/6
Role Family	Adapted/Projects & Programs/Support
ANZSCO Code	225311
PCAT Code	1219192
Date of Approval	7 August 2017 (Updated 4 June 2018 and February and October 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

Undertake a range of project activities to support the assessment, planning, strategy, communication and community engagement of marine estate, marine parks and aquatic reserves projects.

Key accountabilities

- Provide project support, including preparation of reports and briefs, maintaining project documentation, and implementing and monitoring project plans to achieve project outcomes.

- Undertake activities to contribute to the development, implementation and review of threat and risk assessments, marine estate management strategy, and management plans for marine parks and aquatic reserves.
- Undertake community engagement and consultation activities including organising community forums, developing materials, and tools, mail outs and promotional activities, collating and analysing community and stakeholder feedback and submissions to inform planning and decision making.
- Develop and maintain databases including stakeholder contacts, publications and images, feedback and submissions from engagement processes, and documents and other records.
- Contribute to the development of 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

- Timely delivery of project tasks and the ability to re-prioritise work in response to emerging issues or policy.
- Maintaining expertise across communications initiatives and community engagement in cooperation with project leaders
- Working in a high volume environment supporting multiple project tasks.

Key relationships

Who	Why
Internal	
Manager/supervisor	• Receive direction on work tasks and priorities. • Escalate issues and seek direction of project tasks.
Project Officers	• Coordinate delivery of communication and education programs where relevant to directly support the activities and objectives of DPI and Marine Estate Management Authority (MEMA) in the management of the marine estate.
External	
Government Agencies	• Develop networks, share information and work collaboratively, in particular with MEMA agencies (DPI, Office of Environment and Heritage, Department of Planning and Environment and Transport for NSW).
Non-government Environmental Educators	• Develop networks, liaise and coordinate resources when providing education services in the regions.
Contractors	• Inform and organise project delivery.

Role dimensions

Decision making

- Decisions are made within the limits of established policies and procedures. There is some discretion or authority to make day to day project decisions.
- Complex or contentious issues are to be referred to the supervisor/line manager.

Reporting line

- The role reports to the Program Leader Marine Strategy Implementation (for roles based in the Marine Strategy Implementation Unit) or;
- The Program Leader Marine Planning (for roles based in Marine Planning Unit)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Knowledge of natural resource management, particularly relevant to the NSW marine estate.
- Ability to apply Government policy and interpret relevant legislation and regulations.
- Current NSW Class C Driver's Licence.

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

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**
Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	**Intermediate**
	Manage Self	Intermediate
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	intermediate
	Demonstrate Accountability	**Foundational**
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	**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	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct

Group and Capability	Level	Behavioural Indicators
		• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
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	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Results Demonstrate Accountability	Foundational	• 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
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

Group and Capability	Level	Behavioural Indicators
		• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans