

Role Description

Boating Safety Officer

Cluster	Transport
Agency	Roads and Maritime Services
Division/Branch/Unit	NSW Maritime / Various
Location	NSW
Classification/Grade/Band	MA5A – 11A
Kind of Employment	Ongoing
Role Number	Various
ANZSCO Code	599599
PCAT Code	1119192
Equip SBR	Sup Procurement General
Taleo Job Code	RCM
Human Resources delegation Level	Nil
Capex or Opex?	Capex
Date of Approval	April 2017

Agency overview

Roads and Maritime Services (Roads and Maritime) is a NSW Government agency delivering safe and efficient journeys throughout NSW, managing the operations and programs of roads and waterways. Roads and Maritime is one of four operating agencies in the Transport Cluster and is committed to building a safe, diverse and inclusive workplace.

For more information go to [Roads and Maritime Services](#)

Primary purpose of the role

The Boating Safety Officer is responsible for providing day to day waterway patrols, advice and management of navigation and vessel-related activities on assigned local waterways through education, liaison and enforcement ensuring compliance with relevant legislation and organisational policies and requirements.

Key accountabilities

- Conduct waterways safety and compliance patrols and inspections of waterways and recreational and commercial vessels and undertake regulatory action as required including issuing infringement and formal warning notices to ensure operator and vessel compliance with the requirements of licensing, registration, boating safety and aquatic events.
- Manage and assess applications for marine structures and infrastructure leases, aquatic licences and maritime exemptions to effectively provide navigation advice relating to development applications.
- Conduct investigations, undertake the on-scene incident controller role and report on boating accidents and incidents including coordinating interviews, enforcement action and court attendance and manage,

inspect and assess hazards, navigation aids and signage in the local waterway to contribute to safe practices on waterways.

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- Coordinate and manage the maintenance and asset management programs for operational assets including vessels, vehicles, trailers, and IT field support equipment. Provide submissions to the SBSO regarding upgrades and replacements of these assets.
- Manage, monitor and effectively execute preparations for aquatic events including assessing environmental impacts, facilitating operational consultation on behalf of event proponents when necessary in order to effectively engage with the community, and undertake policing of established event exclusion zones as required for local and significant State events.
- Initiate familiarisation exercises with stakeholders to ensure a cohesive response to local area emergencies and update SBSOs of outcomes.
- Coordinate mooring activities including audits and mooring allocations and inspections, assessing mooring licences, mooring placement and space allocations and maintain a comprehensive mapped and detailed database of all moorings to ensure compliance with licence conditions and legislative and Maritime requirements.
- Identify and provide advice including practical solutions to the SBSO and operational management on current and potential local issues that may affect safe boating in the area and general trends that may affect issues state-wide.
- Implement and report on state-wide boating safety campaigns and coordinate the local boating safety campaigns in the BSO's patrol area.

Key challenges

- Managing time effectively and determining own work priorities whilst balancing client demands across a wide range of client groups with diverse demographic, socio-economic and cultural differences.
- Providing education to waterways users on a broad range of recreational, commercial and environmental boating matters in a customer oriented manner whilst providing the necessary enforcement actions and resolving conflicts to ensure the equitable and safe usage of waterways.
- Working alone in remote areas, where supervision and business support isn't readily available managing performance and work outcomes given that the workload varies depending on season, prevailing weather conditions, location, area popularity, waterway condition and availability of resources.

Key relationships

Who	Why
Internal	
Manager Operations and Principal Managers	<ul style="list-style-type: none"> • Responding to complaints, issues, incidents. Providing advice on impacts to navigation for proposed developments, aquatic licences etc.
Senior Boating Safety Officer (SBSO)	<ul style="list-style-type: none"> • Guidance and direction and organisational objectives • Determine priorities • Escalate complex issues and problems

Who	Why
Boating Safety Officers	<ul style="list-style-type: none"> Provide training and mentoring including ensuring the welfare and safety under WH&S
Product Service Officers	<ul style="list-style-type: none"> Collaborate to provide input into the safety implications of mooring licences and associated vessels
Boating Education Officers	<ul style="list-style-type: none"> Provide training and mentoring including ensuring the welfare and safety under WH&S
Trainees	<ul style="list-style-type: none"> Provide training and mentoring including ensuring the welfare and safety under WH&S
External	
The boating public and waterways users	<ul style="list-style-type: none"> Undertake effective customer liaison and community education, on-water patrols and inspections on a broad range of boating matters including boating safety, environment, pollution control and management of the waterways to improve the standard of boating safety awareness and waterway amenity for the general community, local councils and other government agencies where appropriate.
NSW Police, Marine Rescue NSW	<ul style="list-style-type: none"> Assist with random breath testing Assist with search and rescue, vessel recovery, and assist with vessel incident investigations.
NSW Fisheries, Fire and Rescue NSW, Rural Fire Service, Marine Parks Authority, National Parks and Wildlife Service	<ul style="list-style-type: none"> Collaborate with 'out of hours' patrols as required to provide an integrated operational approach to on water safety compliance and safety campaigns in the area of responsibility.
Crown Lands Division	<ul style="list-style-type: none"> Provide advice regarding impacts to navigation
Local Councils	<ul style="list-style-type: none"> Provide advice regarding impacts to navigation
Australian Maritime Safety Authority	<ul style="list-style-type: none"> Implementation and support of the national law
Local commercial marine operators	<ul style="list-style-type: none"> Assist with waterways management
Maritime relates clubs and associations	<ul style="list-style-type: none"> Assist with waterways management
Transport for NSW	<ul style="list-style-type: none"> Provide advice and support with regard to infrastructure and boating plans
Contractors	<ul style="list-style-type: none"> Liaise in relation to moorings, navigational aids and salvage management

Role dimensions

Decision making

The Boating Safety Officer is responsible for providing day to day on waterway patrols, advice and management of navigation and vessel-related activities on assigned local waterways. The role independently manages day to day activities and prioritisation of work. The role is fully accountable for the quality and integrity of advice provided.

The role acts as an Authorised Officer under State and National legislation, including the Marine Safety Act, POEO Act, National Law to monitor and enforce vessel compliance with legislative requirements and operating

conditions. The role is a first responder for any on-water emergency, incident or accident, and will be required to promote, represent and liaise with other government agencies and provide best practice customer service.

The role defers to the Senior Boating Safety Officer on complex issues of a technical, legislative or political nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

Reporting line

Senior Boating Safety Officer

Direct reports

Nil

Budget/Expenditure

Nil

Essential Requirements


- Possession of a current motor vehicle (unrestricted) driver's licence and a Coxswains' Certificate or the ability to achieve a coxswains' certificate within 6 months from letter of offer, and demonstrated competency in small boat handling and extensive experience in boating including launch and retrieval of trailer boats.
- Demonstrated understanding of the regulations relating to recreational boating and domestic commercial vessels in NSW and matters that effect on-water boating safety, moorings, navigation and environmental issues.

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
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	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	<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 follow legislation, rules, policies, guidelines and codes of conduct • 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
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Effectively		<ul style="list-style-type: none"> • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • 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 Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • 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