Role Description
Fisheries Officer – Grade 3

NSW GOVERNMENT

Department of Primary Industries and Regional Development

Cluster	DPIRD
Agency	Department of Primary Industries and Regional Development
Group/Division/Branch	Fisheries & Forestry / Fisheries / Compliance Unit
Location	Various
Classification/Grade/Band	Fisheries Officer Grade 3
Job Family	Bespoke / Regulation & Compliance / Support
ANZSCO Code	311311
PCAT Code	1119192
Date of Approval	September 2020
Agency Website	www.dpi.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.

Fisheries, a Division of DPIRD, is responsible for the *Fisheries Management Act 1994* and the M*arine Estate Management Act 2014.* The primary objective of the Fisheries branch encompasses both economic growth and careful stewardship of our aquatic resources. The Branch leads fisheries industry development through research, policy and regulatory compliance to foster sustainable and economic commercial, recreational and aboriginal fishing and aquaculture. The Branch manages the protection of key fish habitats, threatened species and oversees fish stock conservation.

Primary purpose of the role

Contribute to 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

- Undertake 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
- Provide technical guidance to a small team during assigned work, inspections and patrols to ensure all activities undertaken by the team are completed in accordance with Departmental policies and procedures
- Prepare evidence, offence reports, briefing notes and correspondence in line with the Fisheries Compliance Prosecutions Work Instructions and present evidence at court on behalf of DPI Fisheries

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- Contribute to the development of operational planning material and engage in routine patrol duties and planned operations to optimise compliance outputs
- Contribute to identifying training needs and design and deliver informative educational programs associated with commercial and recreational fishing, aquaculture and conservation programs which convey an understanding of issues and legislation to clients
- Liaise effectively with clients, members of the public and external stakeholders by exercising sound judgement and providing informed advice
- Assist in the development and/or review of policies, programs and services to achieve the objectives of the District/Operational Unit
- Undertake routine maintenance of departmental equipment and materials to ensure they are kept in good operational condition

Key challenges

- Communicating effectively with staff, members of the public, internal and external clients and stakeholders to ensure collective input and delivery of well-balanced services and information
- Maintaining awareness of contentious issues within the District/Operational Unit and keeping up to date with developments in fisheries management policies and fishing technology
- 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, Director Fisheries Compliance	• Seeks and provides information and expert advice on departmental programs and operational matters
Other staff (e.g. Compliance Management staff, Legal Services staff, other fisheries officers, fisheries managers, staff in other Divisions).	• Keeps abreast of issues and provides support • Exchanges information, seeks and provides advice and discusses and negotiates issues
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 NESB communities.	• Consult on fisheries issues and provide advice on fisheries legislation
Other government departments especially NSW Roads & Maritime	• Exchange information/intelligence concerning illegal activities or request assistance where required and perform joint

Who	Why
Service and NSW Police.	patrols/operations.

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 also guides and supports Fisheries Officers Grade 1-2 with the performance of their duties
- The role is required to gain approval and advice from the District Fisheries Officer on matters such as providing 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
- Ability to drive a manual and four wheel drive vehicle
- Coxswain's 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

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**	**Intermediate**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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 • 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	• 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

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • 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	• 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 Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
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 policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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