

Role Description

District Fisheries Officer



Department of
Primary Industries
and Regional Development

Cluster	DPIRD
Agency	Department of Primary Industries and Regional Development
Division/Branch/Unit	Fisheries & Forestry / Fisheries/ Compliance
Location	Various
Classification/Grade/Band	District Fisheries Officer
Role Family (<i>internal use only</i>)	Bespoke/Regulation and Compliance/Deliver
ANZSCO Code	311311
PCAT Code	111 91 92
Date of Approval	6 April 2018 (updated February 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 *Marine 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

Supervise a team of Fisheries Officers within a designated geographical area by allocating resources, setting priorities, developing projects and supervising staff.

Key accountabilities

- Supervise a team of Fisheries Officers including the allocation and monitoring of tasks and facilitate the development of Fisheries Officers Grades 1-3.
- Co-ordinate fisheries compliance activities for the District/Group in line with relevant work instructions to meet operational and Departmental objectives.
- 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.
- Plan and manage work projects and programs using a risk-based approach in delivering fishing compliance services using regulatory and education programs.

- Provide input into the development, review and implementation of Departmental programs and policies to achieve the objectives of the District/Operational Unit.
- Develop operational planning material and engage in routine patrol duties and planned operations to optimise compliance outputs.
- Liaise effectively with clients, members of the public and external stakeholders by exercising sound judgement and providing informed advice.
- Maintain programs within budget constraints to achieve financial and operational efficiencies in the allocation of resources in the relevant area of responsibility.

Key challenges

- Communicating effectively with staff, members of the public, external and internal clients and stakeholders to ensure collect input and delivery of well-balanced services and information.
- Keeping up-to-date with developments in fisheries management policies, fishing technology advances and client expectations and meeting deadlines in a high-volume work area.
- Working in remote areas on land and water.

Key relationships

Who	Why
Internal	
Supervising Fisheries Officer/Senior Investigator	<ul style="list-style-type: none"> • 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.
Fisheries Officers	<ul style="list-style-type: none"> • Supervises this role. • Seeks and provides information and advice on departmental programs and operations.
Other Staff (Compliance Management Staff, Legal Services Staff, other fisheries officers, fisheries managers, staff in other divisions)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Develop stakeholder relationships, provides services, deliver and receive information and provide advice.
Indigenous/Ethnic communities	<ul style="list-style-type: none"> • Consult on fisheries issues and provide advice on fisheries legislation.
Other Government departments especially NSW Roads and Maritime Service and NSW Police	<ul style="list-style-type: none"> • Exchange information/intelligence concerning illegal activities or request assistance where required and perform joint patrols/operations.

Role dimensions

Decision making

- Operates with some level of independence within the parameters of agreed work plans and delegations, and is accountable for the delivery of work assignment and projects within designated timeframes.
- The role is required to gain approval and advice from the Supervising Fisheries Officer/Senior Fisheries Investigator on matters such as providing advice on contentious or policy issues outside of routine advice to other staff, recommending changes to legislation or policy.
- The role also builds the work plans and rosters, sets priorities for work programs and allocates duties to staff to support the Unit's objectives.

Reporting line

Supervising Fisheries Officer or Senior Fisheries Investigator

Direct reports

Fisheries Officers Grades 1-3 who are assigned in the area of operation to which the role relates

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	Intermediate
	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	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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	<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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Report and manage apparent conflicts of interest • 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	<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 Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • 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	Intermediate	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none">• Ensure that roles and responsibilities are clearly communicated• Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks• Develop team capability and recognise and develop potential in people• Be constructive and build on strengths when giving feedback• Identify and act on opportunities to provide coaching and mentoring• Recognise performance issues that need to be addressed and work towards resolution of issues