Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title** | Commercial Fisheries Compliance Officer |
| Position number | 709681 |
| Division/Business Unit/Branch  | Inland Fisheries Service / Fisheries Management / Compliance |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| Position Status | Permanent |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | New Norfolk |
| Reports to | Manager – Compliance |

**Position Purpose**

The purpose of the role is to conduct and assist with the implementation and management of the State’s inland commercial fisheries and liaise with members of community groups, commercial fishers and government agencies on commercial inland fisheries and compliance matters.

**Major Duties**

* Lead commercial fisheries audit and compliance operations and enforce legislation applicable to fisheries protection to ensure the effective delivery of state-wide commercial compliance operations.
* Prepare offence briefs and reports. Participate in fisheries intelligence operations and prosecutions including the collection and collation of evidence and represent the Inland Fisheries Service (IFS) in court.
* Participate in management, research, and conservation programs with regard to commercial fisheries.
* Provide compliance and enforcement advice and support to other Government enforcement Agencies including an after-hours service to respond to information received in relation to offences against the relevant legislation and for requests for information in relation to commercial fisheries management.
* Represent the IFS to a wide range of stakeholders from the public and private sectors including, government organisations and community groups providing input into and advice on a range of fisheries matters and statutory obligations.
* Provide advice, training, assistance and field support to other agencies and NRE Tas staff on enforcement, compliance and commercial fisheries management strategies.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System.

The decision making and direction received in relation to the role are that:

* work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
* the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Well-developed knowledge and understanding of Commercial Fisheries management principles practices (or equivalent) and related issues.
2. Knowledge and experience in audit and compliance procedures and reporting, including investigations, preparing offence documentation and the ability to assist in prosecution of offences in court.
3. The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
4. Well-developed interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for IFS activities. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
5. Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
6. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames.
7. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenge.

**Position Requirements**

**Pre-employment**

* The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. crimes of violence
2. sex related offences
3. serious drug offences
4. crimes involving dishonesty
5. serious traffic offences
* Registration to “Work with Vulnerable People” as required under the Registration to Work with Vulnerable People Act 2013.

**Essential Requirements**

* A current motor vehicle driver’s licence.

Desirable Qualifications and Requirements

* Certificate IV Statutory Government Investigation and Enforcement or equivalent.
* A Bachelor degree in Natural Resource Management or equivalent qualification, relevant to the duties to be undertaken, as provided by a university.
* Experience with geographical information systems and collection of data in the field.
* 2 years compliance experience or equivalent.
* A workplace Level 2 First Aid Certificate, or equivalent.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **Working Environment**

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

# There is a strong emphasis on building leadership capacity throughout NRE Tas.

# The expected behaviours and performance of the Department’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

# The IFS operates under the Inland Fisheries Act 1995, which provides for the appointment of a Director of Inland Fisheries and an Advisory Council that represents the values of other stakeholders in the freshwater environment. The IFS is responsible for the management, control, protection, development and regulation of the salmon and freshwater fisheries of the State including recreational fishing, commercial fisheries, fish farming and the management and conservation of freshwater fauna. As a wild trout fishery, the Tasmanian fishery is unique by world standards and maintenance of that reputation is a primary objective.

# The IFS is headquartered in New Norfolk and has a staff of approximately 20, including staff located at the Salmon Ponds, a historic hatchery located at Plenty which includes a museum of angling, an office at Ulverstone and at the Liawenee field station in the Central Highlands.

# **Special Employment Conditions**

* Extensive intrastate travel will be required.
* This position will require work outside normal office hours, including nights, weekends and public holidays, where necessary.