



JOB DESCRIPTION FORM

Position details

Position title	Manager Shark Response Unit
Classification/Level	Level 7
Award/Agreement	Public Sector Award 1992 Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	23309
Branch	Strategic Compliance
Division	Regional Services
Physical location	Fremantle
Effective date	10 January 2017
Last updated	10 January 2017

Reporting relationships

This position reports to Manager Metropolitan Region 1917 Level 8.

Direct Reports to this position: 1.

About us

The Department of Fisheries manages Western Australia's fish, marine and the freshwater fisheries and the habitats on which they depend. We aspire to be recognised and respected by the WA community for our leadership in fisheries and aquatic resource management. The Department's purpose is to deliver sustainable management and development of the State's fisheries and aquatic resources by being responsive, resilient and results-focused.

The major objectives of the Department are to:

- Ensure WA's fish stocks and aquatic ecosystems are sustainable
- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes

Our values

- **Excellence** in everything we do
- **Unity** by working together for a common purpose
- **Respect** through working with integrity and courtesy
- **Innovation** by developing new ways and embracing change
- **Leadership** by showing the way

Objectives of position

- Manages the Shark Response Unit team and develops and motivates the team through coaching, mentoring and performance development/management.
- Leads the development of policies/strategies, business plans and project management plans and represents the Department at key functions and workshops.
- Provides strategic advice on emerging issues and recommends policy options for safety issues and community engagement/communication, including facilitation of a shared responsibility with stakeholder groups, and the community for risk reduction.
- Coordinates the Department of Fisheries planning, and response to shark sightings and incidents, aligned with Government policies for shark mitigation.
- Works with other agencies to improve warning notifications, systems and responses, within the scope of each agency's responsibilities.

Key responsibilities

UNIT MANAGEMENT AND ADMINISTRATION

- Coordinates the Department's Shark Response Unit, providing leadership, management and direction to the team.
- Responsible for the implementation, and evaluation of the Department's Shark Mitigation Program, including project management, and management of relevant contracts.
- Manages the Departmental response to shark sightings and incidents including communications and equipment logistics.
- Reviews and analyses budgets and expenditure.

CONSULTATION AND LIAISON

- Engages with key partners, the community, media and external stakeholders, and liaises closely with research institutions on shark hazard research programs.
- Liaises with key partners and government and private stakeholders in relation to shark tagging, shark deterrents and other shark mitigation proposals and projects.
- Undertakes community and external stakeholder consultation with respect to shark hazard management and mitigation strategies.
- Delivers high level presentations to internal and external stakeholders in relation to shark mitigation.
- Represents the Department at key functions and workshops in relation to shark hazard mitigation. Chairs meetings and workshops as required.
- Management of shark hazard communications and notification systems.

POLICY AND LEGISLATION

- Leads and manages the development and implementation of policy and legislation with respect to shark hazards.
- Prepares and supervises the preparation of reports to the Minister and the general public on shark response mitigation activities and outcomes.
- Develops communication plans and community safety policies/strategies in relation to shark hazards.
- Develops and reviews shark hazard response plans and operational arrangements for the Department.

OTHER

- Adheres to Departmental policies and principles in regard to equal employment opportunity, occupational safety and health and performance management systems.
- Coordination of Department of Fisheries' response to shark sightings and incidents when required.
- Project management of new shark mitigation initiatives as required.

Work related requirements

Essential

1. Proven high level written, oral communication and presentation skills.
2. Demonstrated ability to lead and manage teams, including the ability to facilitate working groups, committees and interagency teams.
3. Experience in project management, including budgeting and expenditure.
4. Experience in the planning and development of public and community safety policies or programs.
5. Demonstrated experience in community and stakeholder engagement.
6. Knowledge of State and Commonwealth fisheries legislation.

7. Post-secondary qualification in a relevant discipline. This could include disciplines such as community engagement, risk management, emergency management, law, resource management (or similar).

Desirable

8. Experience in media relations including drafting media statements and participating in media interviews.
9. Experience in working across contentious issues.

Special equipment/requirements

Essential pre-employment requirements

- Current 'C' class drivers' licence
- Current Police clearance certificate enduring the successful applicant has no criminal conviction precluding them from working in this capacity, (for recommended applicant only).
- Ability to work outside of standard business hours when required.

Certification

The duties, responsibilities and requirements of this position have been approved by the delegated authority.

Division Head

Signature:

B. Mezzadri

Date:

10 / 1 / 17

Position Title:

EDS.