

Job Description Form (JDF)

Position details

Position title:	Trainee Fisheries and Marine Officer
Position number:	Various
Classification:	Level 2
Physical location:	Various across the State (Perth Metropolitan Area during initial training)
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance

Reporting relationships

Reports to:	Various This position
Direct reports:	Nil

Role summary

Under supervision, assists in undertaking investigations and inspections and enforces fisheries and other legislation administered by the Department. Assists in the delivery of compliance services and community education activities in accordance with relevant legislative and policy obligations.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Compliance Activities

- Undertakes community education activities and compliance investigations and inspections relating to breaches of fisheries and other legislation administered by the Department.
- Assists with operational planning, conducts patrols, issues notices, cautions and infringements and assists with legal proceedings, as required.
- Assists in the development of brief of evidence reports.
- Represents the Department on prosecution matters where required.
- Conducts safety surveys of assets including vessels, 4WD vehicles and associated equipment and provides reports.
- Identifies opportunities for and assists with ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Liaises with stakeholders and members of the public.
- Shares knowledge and learning with others.
- Undertakes community awareness, education and data collection services and programs.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated ability to negotiate and resolve conflict whilst engaging in potentially difficult, volatile, and stressful situations.
2. Demonstrate sound judgement and model high standards of behaviour.
3. Demonstrated literacy and numeracy skills with the ability to present accurate information in a logical and meaningful manner.

Core capabilities

4. *Build effective relationships:* Demonstrated sound verbal and interpersonal skills and the ability to liaise effectively with officers and stakeholders at all levels in order to deliver high quality services to a diverse range of people.
5. *Challenge for innovation:* Ability to suggest solutions for business improvements.
6. *Think strategically:* Demonstrated problem solving skills to see tasks through to completion.
7. *Deliver in a changing environment:* Demonstrated time management skills including the ability to prioritise work and meet deadlines within agreed timeframes.
8. *Lead and empower others:* Demonstrated ability to work as an effective team member.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Current Manual 'C' or Automatic 'C-A' Class Driver's License accepted in Western Australia.
- Demonstrated interest in operating small vessels and 4WD vehicles.

- Demonstrated ability to distinguish marine navigation lights and aids to Department of Transport marine safety standards.
- Ability to satisfy departmental swimming and approved medical and fitness entry standard.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Pre-Employment Requirements

- Must be 18 years of age or more at the time of appointment.
- Possession of, or willingness to undertake, First Aid Certification.
- Preparedness to undertake ocean swimming and snorkel diving activities, and surveillance activities from aircraft (as required by the Department)
- Preparedness to travel within the district will be essential and occasional travel to other districts may be required.
- Acceptance that being a Fisheries and Marine Officer involves:
 - Working irregular hours, nights, weekends, and public holidays.
 - Spending time away from home base, including time at sea on Departmental or commercial vessels.
- Acceptance that the specified training requirements of the role are completed within an agreed period of time. Cancellation of appointment may occur where the probationary requirements are not met.
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Deputy Director General, Fisheries and Sustainability

Endorsement Date: 18 March 2026