



# Job Description Form (JDF)

## Position details

Position title:	Training Support Officer
Position number:	70190762
Classification:	Level 3
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Governance and Standards

## Reporting relationships

Reports to:	Manager Compliance Training and Development (70230193), Level 7
	<b>This position</b>
Direct reports:	Nil

## Role summary

Supports the Compliance Training and Development team in the delivery of compliance staff training programs and project initiatives.

## 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:

### Training Support

- Supports the Compliance Training and Development team in the delivery of compliance staff training programs and project initiatives.
- Assists staff in the identification and analysis of training and development needs across the Operations and Compliance directorate.
- Assesses and recommends training courses and coordinates accredited external training providers.
- Assists in the development and assessment of competency based training products.
- Assists in the preparation and maintenance of written compliance training manuals.
- Maintains compliance training registers and records for the Directorate.

- Supports the Compliance Training and Development Coordinator in the recruitment of staff for the Compliance Officer Trainee Development Program.
- Assists in the development of compliance training policy, procedures and protocols.
- Participates in working groups.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.
- Undertakes administrative and program support activities.

### **Stakeholder Engagement**

- Liaises with stakeholders, including other training providers and departmental staff.
- Shares knowledge and learning with others.
- Represents the Section in meetings as required.
- 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. Experience in the provision of project and administrative support, preferably in a training environment.

##### **Core capabilities**

2. *Build effective relationships:* Well-developed interpersonal and communication skills and confidence in supporting and dealing with a range of stakeholders.
3. *Challenge for innovation:* Demonstrates willingness to participate in, and assist with implementing, learning and development opportunities.
4. *Think strategically:* Demonstrated ability to use initiative to resolve issues and problems, work with limited direction and meet deadlines.
5. *Deliver in a changing environment:* Demonstrated time management and organisational skills including the ability to prioritise workloads and meet deadlines.
6. *Lead and empower others:* Ability to work autonomously and in a team environment.

### Special requirements/equipment

- Possession or willingness to undertake First Aid Certification.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- 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.
- 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: 8 May 2025