

# Job Description Form (JDF)

## Position details

Position title: Supervising Fisheries and Marine Officer - Investigator  
Position number: 70190583  
Classification: FMO Level 5  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSCSAA 2024  
Pillar: Fisheries and Sustainability  
Directorate: Operations and Compliance  
Branch: Specialist Compliance and Investigations

## Reporting relationships

Reports to: Operations Coordinator (Fisheries and Marine Officer Investigator), (70210133), Level 6

### **This position**

Direct reports: Up to 3

## Role summary

Leads and manages the delivery of effective and efficient covert operations, using a range of sophisticated surveillance technology and investigative methodologies to support the Department's compliance activities. Undertakes the role of a covert operative as required.

## 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:

### Investigation Activities

- Leads and manages the day-to-day operations of a covert operations team.
- Manages human, financial, technological, physical and other resources to meet organisational outcomes.

- Coordinates and participates in intelligence activities, investigations and prosecutions relating to serious breaches of legislation administered by the Department.
- Provides specialised intelligence support and surveillance products to other sections and agencies.
- Manages and utilises human source intelligence.
- Reviews investigations and prosecution processes, procedures and briefs and ensures compliance to relevant standards.
- Manages protracted investigations including undercover and covert field operations where applicable.
- Coordinates and prepares briefs, warrants and general correspondence, liaises with legal staff on prosecution and legal matters and assists with legal proceedings as required.
- Develops, implements and monitors operational policies, procedures and protocols and ensures compliance, including with occupational health and safety standards.
- Provides timely advice to management regarding section achievements, risks and resource management issues.
- Facilitates the implementation of corporate policies and change management strategies.
- Represents the Department on prosecution matters where required.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.

### **Stakeholder Engagement**

- Provides active input into the development, implementation and delivery of section plans.
- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Fosters collaborative and mutually supportive relationships with stakeholders, including other law enforcement agencies and departmental staff.
- Builds and maintains relationships with team members.
- Works with staff to ensure services and resources comply with organisational standards and processes.
- Shares knowledge and learning with others.
- Fosters a culture of quality management regarding service delivery, reviews and continual improvement initiatives.
- Represents the Department and Branch 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. Certificate level qualification in compliance and investigations and/or possession of considerable relevant experience.
2. Demonstrated considerable experience in and knowledge and understanding of, the use of contemporary covert operations and surveillance tools, methodologies, and investigative strategies.
3. Demonstrated knowledge and understanding of relevant legislation and legal procedures associated with the undertaking of covert operations.

### **Core capabilities**

4. *Build effective relationships:* Well-developed interpersonal and negotiation skills including the ability to build and maintain internal and external relationships, demonstrate sound judgement and conflict resolution skills.
5. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to problems.
6. *Think strategically:* Demonstrated ability to conduct complex investigations, including prioritising, interpreting and applying legislation, policy, procedures and guidelines.
7. *Deliver in a changing environment:* Demonstrated ability to prioritise, organise and complete tasks within set timeframes.
8. *Lead and empower others:* Ability to lead a team of people to deliver quality outcomes.

### **Special requirements/equipment**

- Possession of a current relevant maritime operations qualification.
- Experience in operating and maintaining vessels, 4WD vehicles and associated equipment.
- Undergo and satisfy psychological assessment/s to ensure suitability to undertake a covert role. Travel within the metropolitan area, and occasional travel to other districts 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

## Pre-Employment Requirements

- Satisfy departmental psychometric and cognitive testing requirements.
- Are 18 years of age or more at the time of appointment.
- A current Western Australian C or C-A class driver's licence or equivalent is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Obtain an Australian Federal Police Certificate that demonstrates no criminal conviction that precludes working in a law enforcement capacity. If not currently held, must be acquired prior to commencement at applicant's expense.
- Undergo and satisfy a comprehensive integrity clearance.
- Demonstrate the ability to distinguish marine navigation lights and aids to Department of Planning and marine safety standards.
- Satisfy departmental swimming and approved medical and fitness entry standard.
- Are prepared to undertake ocean swimming and snorkel diving activities as required by the Department.
- Possess the ability to travel on and conduct surveillance activities from aircraft (as required).
- Note and accept that being a Fisheries and Marine Officer involves:
  - o Working irregular hours, nights, weekends and public holidays.
  - o Spending time away from home base, including time at sea on Departmental or commercial vessels.

## 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: 19 May 2026