



Job Description Form (JDF)

Position details

| | |
|--------------------|----------------------------|
| Position title: | Business Support Officer |
| Position number: | 70191027 |
| Classification: | Level 4 |
| Physical location: | Perth Metropolitan Area |
| Award: | PSA 1992 |
| Agreement: | PSCSAA 2024 |
| Pillar: | Fisheries & Sustainability |
| Directorate: | Fisheries and Aquaculture |

Reporting relationships

Reports to: Director Fisheries Science and Assessment (70191084), Specified Calling Level 6

This position

Direct reports: 1

Role summary

Contributes to the efficient delivery of services by providing business support to the staff of the Fisheries Science and Assessment branch on a range of activities, projects, strategies and 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:

Business Support Activities

- Contributes to the efficient operations and delivery of science and research services.
- Provides support to the Director and staff of the Fisheries Science and Assessment branch with a range of operational activities, strategies and initiatives
- Under direction, undertakes research, analysis, implementation and evaluation of a range of business support projects.
- Coordinates and oversees the processing of fisheries research exemption applications and ensures accessibility to branch staff, and management.
- Assists in the development, implementation, management and continuous improvement of processes, practices and protocols, reporting and business plans that comply with organisational and government standards.

- Manages the provision of the Hillarys reception functions
- Contributes to the formulation of directorate policies and strategies and maintains associated documentation.
- Coordinates transactional human resource and financial processes in conjunction with relevant staff in the Corporate Services pillar.
- Provides advice and assistance to staff on policies, processes, procedures and systems relating to Corporate Services pillar functions.
- Coordinates the editing of fisheries research publications, prepares papers, briefing notes, corporate reports and recommendations that support the delivery of project/business outcomes.

Stakeholder Engagement

- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Develops and maintains collaborative and collegial working relationships with internal and external stakeholders, including departmental staff.
- Represents the directorate in meetings and/or working groups as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated knowledge and experience in the coordination and provision of business and administration support services within a customer-focussed service environment

Core capabilities

2. *Build effective relationships:* Well-developed written, verbal, interpersonal and negotiation skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically:* Well-developed research, analytical and problem-solving skills.
5. *Deliver in a changing environment:* Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others:* Demonstrated ability to work autonomously, collaboratively and productively as a member of a small team.

Desirable criteria

Nil

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)
- 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 & Sustainability

Endorsement Date: 23 June 2025