

JOB DESCRIPTION

Operations Manager Aquaculture Maritime

Level:	Level 5
Position Number:	40000045
Location:	BCMI (Geraldton)
FTE:	1.0
Division:	Training Profile Operations
Branch:	Marine, Environment & Technology
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

Supervises the technical and administrative aspects of the operations of the Batavia Coast Maritime Institute (BCMI) and Marine, Environment & Technology (MET) sections. Coordinates the commercial programs of the BCMI. Supports the implementation of training, research and developmental programs for the BCMI. Works with the Portfolio Manager Marine, Environment & Technology to identify, develop and implement new projects for industry and other stakeholders.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Portfolio Manager Marine, Environment & Technology	BCMI	Level 7
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Head of Programs Marine Environment & Technology	BCMI	HOP
Lecturers	Geraldton	Various
Portfolio Assistant	BCMI	Level 2
Animal Care Technician	Geraldton	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Aquaculture & Environmental Technician	BCMI	Level 2
Aquaculture & Maritime Technician	BCMI	Level 2
Science & Environmental Technician	Geraldton	Level 2
Art & Design Technical Assistant	Geraldton	Level 1
Marine Environment & Technology Technical Assistant	BCMI	Level 1

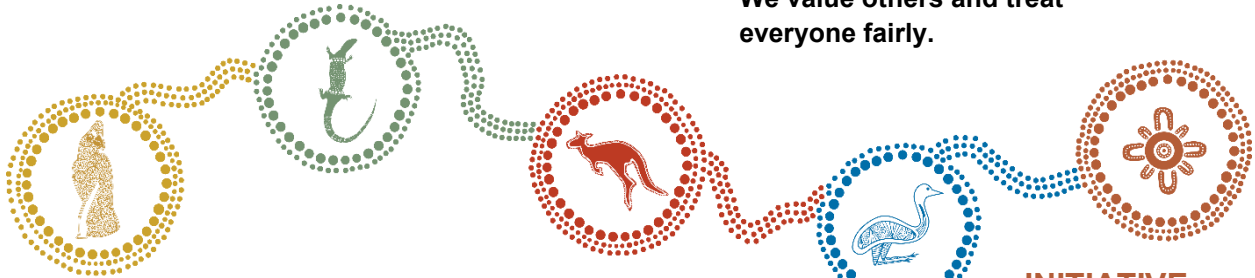
OUR VALUES

INTEGRITY

We act with honesty and accountability.

RESPECT

We value others and treat everyone fairly.



COLLABORATION

We work together to achieve shared goals.

INNOVATION

We embrace change and find better ways to work.

INITIATIVE

We take action and create positive change.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

Administration:

- Works closely with the Portfolio Manager Marine, Environment & Technology to ensure the smooth functioning of all BCMI operations.
- Works closely with the Portfolio Manager Marine, Environment & Technology to establish, expend and monitor budgets.

Facility and Project Management:

- Manages BCMI facilities and commercial projects, including live works programs.
- Supervises and assists with the design and construction of systems and equipment.
- Supervises technical staff.

Business Development:

- Works with the Portfolio Manager Marine, Environment & Technology in liaising with government, industry and other stakeholders.
- Identifies new commercial opportunities and researches the viability of commercial opportunities in consultation with the Portfolio Manager Marine, Environment & Technology to support research and development programs based at the BCMI.
- Sources external grant funding for research and development projects, commercial programs and other projects.

Research and Development Support:

- Works with the Portfolio Manager Marine, Environment & Technology to support research and development programs.
- Supports compilation of research and production data and analysis.

Academic Support:

- Identifies and manages the resources associated with delivery of training programs.
- Ensures and coordinates the provision of technical support and equipment resources required for training delivery.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Leading Others and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Experience in marine aquaculture, particularly with hatchery production.
- Demonstrated experience in working with flow-through and recirculating seawater systems.
- Experience in marine science.
- Experience in project development and management, including scoping, planning and implementation skills.
- Experience in managing financial, physical and human resources.

DESIRABLE:

- Coxswain's certificate or higher.
- Scuba diving qualification.
- Provide First Aid Certificate.
- Relevant university degree or higher in Biology, Aquaculture, Marine Science, or similar fields.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).
- Ability and willingness to undertake work outside normal hours (e.g. nights and/or weekends) and/or away from Geraldton.

CERTIFICATION

The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Karen Watts
Executive Director Training Strategy and Development

12 June 2026



LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Executive Leader for this position.

Lead collectively	You coach those you lead and influence to align their practices and understand how their contributions add value. You consider the impact of the decisions you make on those you lead and those in your business area.
Think through complexity	You are up for the challenge of solving problems without obvious solutions. You apply your knowledge and expertise to understand problems from parallel perspectives, so you identify fit for purpose solutions.
Dynamically sense the environment	You intervene early when issues arise and take decisive action once the most viable solutions are identified. You approach problems systematically, seeking to understand and solve the root cause of problems.
Deliver on high leverage areas	You delegate work appropriately, supporting and coaching your leaders to achieve outstanding results. You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding.
Build capability	You acknowledge the current capability in the various teams, identify gaps and actively work to resolve them. You identify talent, enabling development opportunities and engaging in strategies that support talent retention in the College.
Embody the spirit of public service	You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency. You instil a culture of compliance with legislative and corporate requirements, encouraging vigilance from your leaders and teams.
Lead adaptively	You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs. You take responsibility and accountability for your own development pathways.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.