



# Job Description Form (JDF)

## Position details

Position title: Supervising Fisheries and Marine Officer  
Position number: 70190672  
Classification: Level 5  
Physical location: Fremantle  
Award: PSA 1992  
Agreement: PSCSAA 2024  
Pillar: Fisheries and Sustainability  
Directorate: Operations and Compliance  
Branch: Compliance Metro

## Reporting relationships

Reports to: Senior Operations Manager (70240172) Level 7  
**This position**  
Direct reports: Up to 8

## Role summary

Leads and manages the delivery of effective and efficient compliance activities, surveillance, education and community awareness programs in relation to fisheries and other legislation administered by the Department. Proactively contributes to the development of Statewide compliance operational policies, procedures and protocols.

## 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

- Leads and manages the day to day operations of the District.
- Manages human, financial, physical and other compliance resources of the District.
- Undertakes Resource Risk Assessments, and coordinates the preparation and implementation of Operational Compliance Plans and service delivery plans for the District.
- Provides timely advice to management regarding District achievements, risks and resource management issues.

- Provides advice and mentoring to District staff on the interpretation and application of legislation, behaviours and standards relevant to conducting field compliance activities.
- Coordinates and participates in investigations and inspections relating to breaches of fisheries and other legislation administered by the Department.
- Plans and executes patrols, prepares brief of evidence reports, issues notices, cautions, prosecution notices and assist with legal proceedings, as required.
- Reviews investigative procedures and briefs to ensure compliance to relevant standards.
- Represents the Department on prosecution matters where required.
- Develops, implements and monitors compliance operational policy, procedures and protocols.
- Coordinates the development of compliance strategies and community education project initiatives to achieve positive outcomes.
- Facilitates the implementation of corporate policies and change management strategies.
- Coordinates the development and implementation of community awareness, education and data collection services and programs.
- Participates in working groups.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.
- Coordinates responses to complaints, briefing notes and requests for information.

### **Stakeholder Engagement**

- Provides reports to industry meetings on delivery and achievements of compliance and education programs.
- Fosters collaborative and mutually supportive relationships with stakeholders, including other enforcement agencies and departmental staff.
- 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 qualifications in compliance and investigations and/or possession of relevant experience.

2. Substantial knowledge and experience in establishing, implementing and managing compliance programs.
3. Well-developed knowledge and understanding of relevant compliance legislation, compliance governance frameworks, and operational procedures.

### **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*: Ability to lead a team of people to deliver quality outcomes.

### **Special requirements/equipment**

- Possession or willingness to undertake First Aid Certification.
- Possession of current relevant maritime operations qualifications.
- Experience in operating and maintaining vessels, 4WD vehicles and associated equipment.
- Travel within the district will be essential and occasional travel to other districts may be required.
- 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.

### **Pre-Employment Requirements**

- Satisfy departmental psychometric and cognitive testing requirements.
- Are 18 years of age or more at the time of appointment.
- Possess a current "C" class drivers' licence (without a restriction to drive automatic cars only).
- Obtain an Australian Federal Police Certificate that demonstrates no criminal conviction that precludes working in a law enforcement capacity.

- 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:
  - Working irregular hours, nights, weekends and public holidays.
  - 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: 23 January 2026