

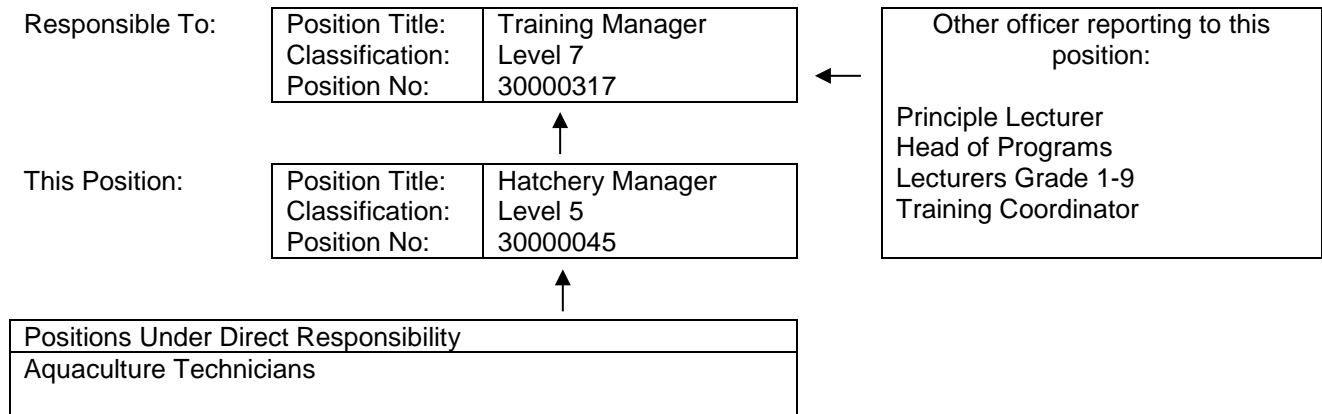


# Job Description Form Hatchery Manager

## Position Identification

<b>North Regional TAFE</b>		<b>Position No:</b>	30000045
<b>Division/Branch:</b>	Training Kimberley	<b>Title:</b>	Hatchery Manager
<b>Section:</b>	Broome 1	<b>FTE:</b>	1.00
<b>Location:</b>	Broome	<b>Award/Agreement</b>	Public Service and Government Officers General Agreement 2017 or as replaced GOSAC Award 1989 West Pilbara College of TAFE Agency Specific Agreement 2003

## Reporting Relationships



## Key Role Statement

The primary role of the Hatchery Manager is to manage all technical, administrative and financial aspects of the hatchery operation including vehicle and vessel fleet and facilities maintenance.

## Key Responsibilities

### MANAGEMENT OF HATCHERY

- Manages all technical and administrative aspects of the hatchery operation.
- Manages all aspects of stock collection, broodstock management, larval rearing, live feeds management and fish husbandry.
- Co-ordinates the ongoing program of marine species chosen for culture by the BAC.
- Prepares estimates of revenue and expenditure and manages approved budget allocations.
- Coordinates Aquaculture production in collaboration with Lecturers.
- Attends to records management as per requirements of licensing issued by Department of Primary Industry and Regional Development.
- Compiles and presents reports as required on technical aspects of projects including licensing and ministerial exemptions.
- Assists in submissions and reconciliations for funding applications.
- Prepares necessary licence, quarantine and other applications required for operation of the BAC and ensures the College meets its obligations therein.
- Prepares and submits Aquaculture Production Returns to Department of Primary Industry and Regional Development.
- Prepares and submits mandatory samples for Department of Primary Industry and Regional Development Fish Health section examinations as per licensing requirements.
- Maintains vehicle and vessel fleet at BAC.

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- Manages all aspects of stock sales at BAC.
  - Manages all aspects of facilities maintenance and capital works projects at BAC.
  - Is responsible for tenant representation on the Broome Tropical Aquaculture Park Management Committee.
  - Liaises with Kimberley Ports and Department of Primary Industry and Regional Development on issues relating to site lease and Broome Tropical Aquaculture Park.
  - Maintains security systems for the BAC. Evaluates and makes recommendations on all aspects of design and construct of mechanical aquaculture systems including, but not limited to, water filtration and pumping systems.

#### SUPERVISION

- Supervises activities of hatchery technicians, including rosters, weekend work and after hours work.
- Supervises the maintenance program for the BAC facility.
- Responsible for overseeing of students involved in the Certificate I, II, III, and IV and the Diploma in seafood science; VET in Schools and Work Experience programs conducted in the hatchery environment.
- Directs the training and personal development of all technical staff involved with the hatchery.
- Ensures security and bio security procedures are adhered to by visitors, students and staff to the hatchery.

#### DEVELOPMENT

- Liaises with industry representatives, lecturing and other senior staff to determine direction for applied research and development to be pursued by the hatchery, in line with the needs of existing or emerging developments in industry.
- Implements and manages applied research and development programs as required, including Indigenous and non-Indigenous initiatives.
- Supervises the day to day implementation of BAC initiatives and the dissemination of outcomes to industry.
- Evaluates and makes recommendations on the choice of design, modification of, documentation for, testing and commissioning of new aquaculture systems or equipment for the BAC.
- Develops and documents hatchery systems protocols and procedures as required.

#### INDUSTRY LIAISON/PROMOTION

- Is responsible for liaising with industry groups for the purpose of maintaining relevance of training activities to industry standards, ensuring that industry has access to information disseminated from research and development program and promoting career path ways for students.

#### OTHER DUTIES

- Ensures compliance with EEO and OSH policies and legislation requirements including actively promoting an equitable, safe and healthy working environment.
- Provides ongoing support to Regional Manager and Lecturers with marketing and promotion of training programs.
- Conducts tours and information sessions on the industry as required.
- Coordinates and participates in rostered weekend maintenance, including security breaches, power failures, and feeding programs.
- Coordinates day to day cleaning, gardening and security of BAC.

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#### **Selection Criteria:**

##### ESSENTIAL:

Able to demonstrate:

- Relevant post-secondary qualification in a biological science or relevant equivalent industry experience.
  - Well developed written and oral communication skills.
  - Proven organisational ability and project management skills in relation to aquaculture projects.
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- Significant industry experience in managing a marine hatchery environment.
  - Good interpersonal and problem solving skills.
  - Knowledge and understanding of EEO and OSH principles and practices.

**DESIRABLE:**

- Research and report writing skills.
  - Ability to operate small marine craft.
  - Current "C" Class General Driver's Licence.
  - Recreational Skippers Ticket.
  - Experience dealing with Indigenous community groups.
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**Appointment Factors**

Location	North Regional TAFE Campus
Accommodation	As per North Regional TAFE Policy subject to eligibility and availability.
Allowances	As per Award.
Travel	Travel to and work at other campuses or sites will be required as the need arises.

**Special Conditions**

**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

**Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations

Vocational Education and Training Act (1996)

Public Sector Code of Ethics

North Regional TAFE's Code of Conduct

Equal Opportunity Act (1984)

Occupational Safety and Health Act (1984)

Internet Terms and Conditions of Use

Employee Software and Compliance Statement

North Regional TAFE policies and procedures

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**CERTIFICATION**

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	