



Job Description Form (JDF)

Position details

Position title: Fisheries and Marine Officer - Trainee
Position number: 70200020
Classification: Level 2
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCAA 2019
Department of Fisheries Agency Specific Agreement 2014
Public Services Allowances (Fisheries and Wildlife) Officers Award 1990
Pillar: Sustainability and Biosecurity
Directorate: Operations and Compliance
Branch: Governance and Standards
Section: Compliance Training and Development

Reporting relationships

Reports to: Compliance Training and Development Coordinator Level 6

This position

Direct reports: Nil

Role summary

Under supervision:

Assists in undertaking investigations, inspections and enforces fisheries and other legislation administered by the Department. Assist in the delivery of compliance services and community education activities in accordance with relevant legislative and policy obligations.

About us

The Department of Primary Industries and Regional Development's (Department) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

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:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do.
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact.
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly.
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Compliance Activities

The following duties to be carried out under supervision:

- Undertakes community education activities, and compliance investigations and inspections, relating to breaches of fisheries and other legislation administered by the Department.
- Assists with operational planning, conducts patrols, issues notices, cautions, infringements and assist with legal proceedings, as required.
- Assists in the development of brief of evidence reports.
- Represents the Department on prosecution matters where required.
- Conducts safety surveys of assets including vessels, 4WD vehicles and associated equipment and provides reports.

- Participates in working groups as required.
- Identifies opportunities for and assists with ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Liaises with stakeholders and members of the public.
- Shares knowledge and learning with others.
- Undertakes community awareness, education and data collection services and programs.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role Specific

1. Demonstrated ability to negotiate and resolve conflict whilst engaging in potentially difficult, volatile and stressful situations.
2. Demonstrate sound judgement and model high standards of behaviour.
3. Demonstrated literacy and numeracy skills with the ability to present accurate information in a logical and meaningful manner.

Core Capabilities

4. Build effective relationships: Demonstrated sound verbal and interpersonal skills and the ability to liaise effectively with officers and stakeholders at all levels in order to deliver high quality services to a diverse range of people.
5. Challenge for Innovation: Demonstrated willingness to participate in, and assist with implementing learning and development opportunities.
6. Think Strategically: Demonstrated problem solving skills to see tasks through to completion.
7. Deliver in a changing environment: Demonstrated time management skills including the ability to prioritise work and meet deadlines within agreed timeframes.
8. Lead and empower: Demonstrated ability to work as an effective team member.

Special requirements/equipment

- Possess a current "C" class drivers' licence (without a restriction to drive automatic cars only).
- Hold a current Department of Transport Recreational Skipper's Ticket or equivalent.

- Demonstrate the ability to distinguish marine navigation lights and aids to Department of Planning and marine safety standards.
- Experience in operating small vessels and 4WD vehicles.
- Satisfy departmental swimming and approved medical and fitness entry standard.
- The contract of employment specifies terms and conditions relating to this position.

Pre-Employment Requirements

- Are 18 years of age or more at the time of appointment.
- Obtain an Australian Federal Police Certificate that demonstrates no criminal conviction that precludes working in a law enforcement capacity.
- Possession or willingness to undertake First Aid Certification.
- Are prepared to undertake ocean swimming and snorkel diving activities as required by the Department.
- Are prepared to travel on and conduct surveillance activities from aircraft (as required).
- Travel within the district will be essential and occasional travel to other districts may be 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.
 - Being transferred to positions throughout the state as required (in accordance with Public Sector Standards).
- Note and accept that the specified training requirements of the role are completed within an agreed period of time. Cancellation of appointment may occur where the probationary requirements are not met.

Certification

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

Delegated authority



Deputy Director General, Sustainability and Biosecurity

6 February 2020