

Job Description Form (JDF)

Position details

Position title: Compliance Training and Development Coordinator (Fisheries)
Position number: 70250076
Classification: Level 6
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCSAA 2024
Pillar: Fisheries and Sustainability
Directorate: Operations and Compliance
Branch: Governance and Standards

Reporting relationships

Reports to: Manager Compliance Training and Development (70230193), Level 7
This position
Direct reports: 5

Role summary

Leads and manages the development, delivery, evaluation and assessment of staff training, development and induction programs for all field and specialist compliance staff in the Directorate. Represents the Department in the development and evaluation of national programs and standards relating to compliance training for fisheries and other legislative functions administered by the Department. Coordinates the recruitment and selection of field compliance officer trainee intake programs in the Directorate.

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:

Training Delivery and Support

- Leads and manages the development, delivery, evaluation and assessment of compliance officer training, development and induction programs.
- Manages human, financial, physical and other resources of the Training and Development team to meet organisational outcomes.
- Coordinates the recruitment and selection of compliance officer trainee positions.
- Manages the development and implementation of field and specialist compliance staff development programs and training modules.
- Identifies and analyses the training and development needs of Operations and Compliance Directorate Staff, and develops, recommends and facilitates appropriate training programs.
- Liaises with law enforcement training institutions (e.g. WA Police Academy) to develop collaborative quality training programs for fisheries and other compliance functions undertaken by the Directorate.
- Represents the Department on national compliance training committees relating to fisheries and other compliance functions undertaken by the Directorate, and contributes to the development of national training standards.
- Provides timely advice to management regarding section achievements, risks and resource management issues.
- Develops, implements and monitors policies, procedures and protocols that enable the delivery of best-practice training and development.
- Facilitates the implementation of corporate policies and change management strategies.
- Prepares reports, working and briefing papers, presentations and plans that includes, where required, options and recommendations.
- Participates in local, state and national teams and working groups as required.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Provides active input into the development, implementation and delivery of team plans.
- Provides regular reports on achievement of targets and where/when required takes remedial action.
- Fosters collaborative and mutually supportive relationships with stakeholders, including other training institutions, service providers 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. Well-developed knowledge and experience in establishing, implementing and managing training programs.
3. Well-developed knowledge and understanding of field-based compliance operations and their governance frameworks.

Core capabilities

4. *Build effective relationships:* Highly developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
5. *Challenge for innovation:* Establishes clear plans and timeframes; evaluates performance and identifies need for change; determines action and focuses on quality whilst seeing tasks and projects through to completion.
6. *Think strategically:* Well-developed, conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
7. *Deliver in a changing environment:* Demonstrated well-developed time management skills with the ability to plan, prioritise, deliver outcomes within agreed timeframes and respond effectively to change.
8. *Lead and empower others:* Ability to lead a team of people to deliver quality outcomes.

Special requirements/equipment

- Certificate IV Workplace Trainer and Assessor.
- Possession or willingness to undertake First Aid Certification.
- Willingness to attain relevant Authorisations and to work occasionally in a Law Enforcement Capacity under Acts administered by DPIRD.
- Willingness and ability to undertake relevant operational safety training if not already obtained (tactical communication, self-defence and situational awareness in an enforcement context).
- Travel within the metropolitan area and occasional travel to regions may be required.
- The contract of employment specifies terms and conditions relating to this position.
- Work experience in some or all of the following:
 - Livestock handling
 - Biosecurity incident response
 - Marine vessels
 - 4WD vehicles and remote travel
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- 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.

Pre-employment 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).
- 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.

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: 28 March 2025