

Job Description Form (JDF)

Position details

Position title:	Aquaculture Systems Coordinator
Position number:	70250130
Classification:	Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Primary Industries Development
Directorate:	Aquaculture Research and Development
Branch:	Aquaculture Research and Development

Reporting relationships

Reports to:	Aquaculture Systems Lead (70220176), Level 6 This position
Direct reports:	Nil

Role summary

Ensures the smooth functioning of the aquaculture production and research facility through the timely maintenance of facility equipment, procurement of equipment and materials, design and construction of bespoke equipment, training of personnel in equipment usage and other technical functions.

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:

- Plans and implements the maintenance for the aquaculture plant and machinery in a satisfactory manner to ensure continuous operation and minimal disruption to projects.
- Sources and supervises maintenance services as required to ensure the continuous operation of the facility.
- Designs and constructs bespoke equipment to facilitate aquaculture research activities.
- Undertakes procurement of materials and equipment required to enable aquaculture research activities.
- Provides the Director Aquaculture R&D with information concerning the purchase of capital or specialist items as required.
- Facilitates the application of technical advancements where appropriate.

- Prepares budget estimates to assist the Director Aquaculture R&D in budget management.
- Trains other technical staff and students in the use of facility equipment.
- Undertakes external consultancies in aquaculture systems as required.
- Assists in the coordination of the capture and transport of aquaculture stocks to and from the aquaculture facility.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated ability to undertake and manage maintenance, undertake procurement, and design and construct bespoke equipment in an aquaculture production and research environment.

Core capabilities

2. *Build effective relationships:* Well-developed communication and interpersonal skills with proven ability to maintain effective relationships with a range of people in various contexts to achieve positive outcomes.
3. *Challenge for innovation:* Well-developed problem-solving skills, including a demonstrated ability to develop innovative solutions to complex problems.
4. *Think strategically:* Well-developed conceptual, analytical skills and demonstrated understanding of the principles of risk management relating to maintenance procurement and biosecurity.
5. *Deliver in a changing environment:* Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines.
6. *Lead and empower others:* Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals.

Desirable criteria

Nil

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).

- Current Western Australian C or C-A class drivers' licence or equivalent 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.

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, Primary Industries Development

Endorsement Date: 10 June 2025