

Help us Fish for the Future



Department of
Fisheries

Employment at the Department of Fisheries



Fish for the future

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Are you passionate about responsible fishing, sustainability, and protecting and conserving marine resources?

Are you looking for a job with the opportunity to work along the State's coastline, to contribute to the management of WA's natural marine environment, and to work with a dedicated team of trained professionals?

Then you may be interested in a career at the **Department of Fisheries**.

The Department of Fisheries offers careers for professionals in a variety of fields with a vast array of different backgrounds. Our staff care about protecting the marine resources of the State for future generations and are passionate about their contribution to the Department's goals.

Some of the careers available include:

- Fisheries and Marine Officers
- Research and Technical Officers
- Research Scientists
- Fisheries Management and Policy Officers
- Licensing and Legal Officers
- Human Resources roles
- Finance roles
- Information Technology roles
- Communications, publishing and education roles

To check out current available vacancies, visit www.jobs.wa.gov.au or head to our website at www.fish.wa.gov.au

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Who are we?

About the Department

The Department of Fisheries is responsible for managing the fish resources of Western Australia for the benefit of the whole community. The State's fish stocks are a finite resource, which must be managed on a sustainable basis.

The Department has a staff of over 400 and is structured around four divisions: Fisheries Management Services, Executive (including Strategic Planning, Policy and Performance; and Legal and Registry Services), Corporate Services and Research. The area serviced by the Department includes all inland waters, and offshore waters to the 200 nautical mile (370 kilometre) outer limit of the Australian Fishing Zone.

The commercial sector fisheries such as rock lobsters, pearls, prawns and aquaculture form an industry worth more than \$500 million a year in catch value, and are a major part of the Department's management responsibilities.

Recreational fishing in WA is amongst the best in the world and is an important part of the lifestyle of many Western Australians. Annual surveys by the Department indicate that more than 500,000 Western Australians regularly enjoy fishing as a form of recreation, and spend upwards of \$570 million a year on their pastime. This represents more than 30 per cent of the population.

Before the 1960s most of the State's fisheries were 'open access' fisheries. There were no limits on the number of fishers or boats that might fish for any species, or the type of fishing gear they could use.

In recent years, fishing in WA has come under intensive management programs designed to limit the catch by all sectors and ensure sustainable fish populations.

The 21st Century has also brought with it greater challenges including the conservation of biodiversity, the need to manage human impacts on ecosystems and habitats, and the need to ensure that all extractive activities are managed within the limits of sustainability.

The commercial fishing sector now operates within declared 'managed fisheries' with management plans in place that control the number of boats allowed to fish, the equipment they are allowed to use, the areas and seasons they may fish, and the total amount they can catch.

The recreational fishing and charter sectors have numerous regulations in place that limit individual catches including possession, bag and size limits; closed seasons and areas; and licences for some species.

The safety of those people fishing and operating in the marine environment has also become a focus of the Department's seagoing activities in line with the Government's decision to enhance the efficiency of its marine operations. The transfer of the marine safety function to the Department of Fisheries from the Department of Planning and Infrastructure also highlights the Department's capacity to deliver services on behalf of other Government agencies.

Corporate Social Responsibility

As an organisation involved in the management of natural resources and the aquatic environment, we are keenly aware of the need for corporate social responsibility in all that we do. We aim to look after the welfare of our staff and the wider community through the following initiatives:

- **Volunteer programs**

The long-running Fisheries Volunteer program operates throughout the State to help deliver the Department of Fisheries' *Fish for the Future* message. Fisheries volunteers are community members of all ages who share a passion for conserving Western Australia's aquatic environment, fish and their habitats. They come from a variety of social and ethnic backgrounds. The volunteers are easily identified at popular fishing spots from Broome to Esperance by their signature yellow shirts and jackets.

Additionally, volunteers make an important contribution to research at the Department of Fisheries and assist in a diverse range of scientific projects.

- **Involvement in schools**

MarineDiscoveryWest, the Department of Fisheries' community and schools education program, operates at the Naturaliste Marine Discovery Centre (NMDC) at Hillarys and at many other locations around the State including Busselton, Bunbury, Albany, Fremantle and Broome.

Our education team and our Fisheries Volunteers develop and deliver learning programs about WA's unique and fragile aquatic environments, our precious fisheries, the science that underpins management, and, of course, how to fish and live sustainably.

Our learning programs are based on current science and data generated by scientific research, and are supported by the Department of Fisheries Research Division and the WA Museum.

The NMDC has been created as a knowledge resource for the community and WA's 360,000 school students. As our knowledge grows and new science emerges, multi-media and other exhibit features are continually updated.

- **Employee Assistance Program**

All staff and their immediate family are entitled to access a free confidential counselling service for any issues they may be experiencing whether they are work related, personal or financial.

- **Blood Donor Leave**

All staff are encouraged to take advantage of up to two hours paid time off work to donate blood.

- **Fundraising activities**

Department of Fisheries staff are often involved in fundraising activities including 'Shave for a Cure', 'Australia's Biggest Morning Tea' and raffles at Christmas with proceeds donated to the Salvation Army.

- **Social activities**

Social activities are a big part of life at Fisheries – whether you're based at Head Office, Hillarys or one of the Regional locations. Events such as the Christmas Party and the Footy Tipping award ceremony bring people together in a relaxed and fun atmosphere.

- **Occupational Safety and Health**

Fisheries takes a very proactive approach to OSH across all areas of our operations. There is an enthusiastic committee made up of representatives from offices throughout the State who meet regularly. It is an exciting challenge given the wide variety of work environments in Western Australia!

"The social culture is very friendly. Everyone is very accepting of new people and new faces. I love the people I work with. I have enjoyed every job I have had here and wouldn't change any of the experiences." (Licensing Officer)

Diversity

The Department of Fisheries is an equal opportunity employer and is committed to the principles of equity and diversity. This means that we actively recruit, employ and support women, Indigenous Australians, people with disabilities and people from culturally diverse backgrounds. We have a number of women in senior management positions and in non-traditional roles such as Fisheries and Marine Officers.

What we can offer to staff

As well as competitive salaries, the Department of Fisheries offers the following benefits to all of its employees.

Superannuation

The Department of Fisheries pays 9% of your salary as superannuation contributions. This is currently paid into the Government Employees Superannuation Board (GESB) where you will have a choice of investment and fund management options. Recent changes in superannuation legislation will see "choice of funds" options introduced over the next year.

Salary packaging

Through salary packaging you can use your pre-tax income to purchase a laptop computer, lease a car or make additional superannuation contributions. This in turn decreases the amount of tax that you pay and can increase the amount of your after-tax income.

Leave options

As well as four weeks **annual leave** each year (with an additional leave loading of 17.5%) and **long service leave** that accrues after seven years of service, there are a variety of other leave options available to you at the Department of Fisheries, including:

- **Personal Leave**

This is available to you if you are sick or if you need to care for a member of your immediate family who is unwell. Personal leave can also be used if personal issues arise unexpectedly and you need to take time off to deal with them.

- **Purchased Leave**

By agreement with your manager, you may enter into an arrangement where you can purchase additional annual leave by taking a reduced salary spread over the 52 weeks of the year. You can purchase up to four weeks additional leave (each application is assessed on its merits and consideration is given to the personal circumstances of the officer seeking the arrangement).

- **Career Break**

With the written agreement of your manager, you may choose to receive over a four year period, 80% of the salary you would otherwise be entitled to receive, and on completion of the fourth year, you will be entitled to 12 months leave (receiving an amount equal to the 80% of salary you were receiving in the 4th year). This year may be used for travel, study, family responsibilities or simply a break from working life.

- **Parental Leave**

All employees who are the primary care giver are entitled to twelve (12) months parental leave, even where 12 months continuous service has not been reached. You can substitute any part of this unpaid leave with accrued annual or long service leave. Additionally, following 12 months continuous service in the WA Public Sector, the primary care giver is entitled to 12 weeks paid parental leave. This will increase to 14 weeks on July 1, 2008.

Flexible working options

The Department of Fisheries recognises that its employees have lives outside of work and that sometimes we need to balance personal and work commitments. In order to assist our staff with this, the following options are available:

- **Flexitime**

All staff are able to access flexible hours. This means that start and finish times can be varied to suit personal circumstances (depending on operational requirements or office hours) as long as the core hours are completed within a four-week period.

- **Part-time**

All employees may apply to work part-time and in assessing their application managers will consider the operational requirements and the reasons for the application being made. Salary and benefits for employees working part-time are calculated on a pro-rata basis.

- **Parental Leave**

In addition to the entitlements outlined previously, employees can apply to take a further 12 months of unpaid leave following a period of parental leave.

- **Working from home**

For some employees, it's possible to complete some of their duties from home. An assessment of the home office will be undertaken, and you would be expected to keep in regular contact with your manager and colleagues via email and telephone. Not all jobs are suitable for working from home arrangements but wherever possible, it can be considered.

Opportunities for staff

Opportunities often become available for those employees who are interested in pursuing promotion, acting in higher-level positions or transferring to other locations within the organisation. Many of our staff report that the variety of opportunities available to them helps keep them motivated and committed to the Department.

"I've developed skills in organisation, report and minute writing, and writing Ministerials. I've also learned how to communicate with different people, like delegates, external stakeholders, and Directors and managers." (Executive Officer)

"The job has changed since I first joined. It's now even better with more variety and more contact with people." (Administrative Assistant)

With offices in many coastal locations around the State there are also opportunities for Fisheries and Marine Officers, and other policy and support staff, to live and work outside of the metropolitan area enjoying the lifestyle that rural coastal living offers. For more information about our regional locations, please ask for a fact sheet about the town that interests you.

The Department of Fisheries supports staff who choose to take on further education and development through **study leave**. If employees choose to study a subject that is relevant to their work with the Department, they may be entitled to paid study leave of up to 5 hours per week to attend classes or exams that fall in work hours.

Additionally, through the Individual Performance and Development (IPAD) process, employees are encouraged to discuss training and developmental needs with their manager who will assist in finding ways to accommodate those needs – whether that be through training courses and workshops, acting opportunities, work shadowing or other methods.

"I have a good work/life balance. I have been able to negotiate study leave for an HR qualification." (HR Consultant)

"Fisheries has supported me in undertaking a two-year national leadership program which is internationally recognised." (Research Scientist)

Our careers

General careers

As well as some of the roles that the Department of Fisheries is more well-known for, there are also many other career opportunities in roles that support the main aims of the organisation.

Human Resources

The Human Resources Branch has a strategic coaching and consultancy function and supports the Department of Fisheries through the delivery of recruitment, workforce planning, policy development, employee relations and occupational safety and health services.

The roles in the Branch are diverse and enable HR Branch staff to be exposed to many different issues, areas of interest and levels of responsibility and impact. There are opportunities to gain varied experiences at different levels and to volunteer for project roles or special assignments. HR Branch staff work closely with the executive, managers and employees to achieve people management goals and many new and innovative HR strategies and practices have been developed and implemented through this collaboration.

Legal and Licensing

The Legal and Registry Services Unit is an amalgamation of the Department's legislation, litigation, legal, licensing and registrar services. The unit is mainly based in metropolitan Perth, however some services are provided regionally. The Legal and Registry Services Unit provides the following services:

- **Registry services relating to the public register of licences, permits, exemptions and aquaculture leases;**
- **legal advice to the Minister, the Chief Executive Officer (CEO) and employees on a range of Fisheries matters;**
- **management of litigation in which the Department of Fisheries or Minister for Fisheries is a party;**
- **representation of the CEO and Minister for Fisheries in State Administrative Tribunal matters; and**
- **specialised legislation (including drafting) services for the CEO and Minister for Fisheries.**

The Licensing Branch is part of the Legal and Registry Services Unit. It is responsible for the management of aquaculture, pearling, commercial and recreational fishing licensing services in Western Australia. The core business areas of the Licensing Branch are:

- **collection of revenue for fish processing, aquaculture, pearling, commercial fishing and recreational fishing licences; and**
- **as delegates of the CEO, consideration of applications for the granting and renewal of licences, and the transfer and variation of licences.**

Licensing Branch staff also perform day-to-day registry operations relating to the public register of licences, permits, exemptions and aquaculture leases.

Roles include Licensing Officers and Legal Officers who work at varying levels and in different areas of Fisheries management and compliance. There are opportunities to progress and to be exposed to different fisheries and areas of the Department's operations, including occasional travel to coastal regions of WA.

Information Management

The Information Management Branch has the role of managing the information held by the agency and the technology used to support it. Three distinct roles arise within the branch:

- **Records Management concerns itself with information in all its forms across the agency, ensuring proper standards of record keeping are adhered to and providing direction towards improving the general handling of information across the agency.**
- **Applications Development covers the management and support of data and computer systems within the agency, with software development and maintenance being a key area of growth.**
- **Information Technology provides the support and maintenance of computer and network systems used to handle the flow of information.**

The Information Management Branch requires good technical skills and a strong customer focus to deliver its services – ensuring the Department of Fisheries has the hardware, software, data and information classification systems required to undertake its daily business. The varied roles within this Branch include analyst programmers, IT support officers, records officers and project officers.

“There's a diversity of roles. I have stayed here because in my role I get to work with a diverse range of people across the Department. It's very challenging but when it works I get a lot of satisfaction.” (IT Manager)

Strategic Planning, Policy and Performance

The purpose of the Strategic Planning, Policy and Performance Division is to ensure informed decisions, actions and communications are carried out by the Department of Fisheries through innovation and leadership; governance and compliance; planning, coordination and evaluation; and analysis and advice.

The Division is made up of four functional areas:

- **Policy**
The policy section of the Branch is responsible for strategic policy development, particularly for matters that have a whole-of-government or cross-government focus, such as climate change and marine planning.
- **Planning**
The planning section is responsible for the development and coordination of marketing and business planning, including seafood quality and product marketing, and international development. The section is also responsible for the preparation and periodic review of the Department of Fisheries' Strategic Plan, and the supporting business and operational plans.

- **Organisational Performance**

This section is currently responsible for audit and risk, and has a range of reporting responsibilities, including annual performance indicators and whole-of-government initiatives.

- **Communications and Education**

The Communications and Education Branch (CEB) aims to reinforce ‘sustainable’ community behaviour in the aquatic environment. The CEB plays a key strategic and operational communications role in keeping the Western Australian community and stakeholders informed about developments in fisheries management, research and compliance, and engaging the community in marine education, research, and policy and planning processes.

Roles within this Branch include various policy and project officers (focused on the different functional areas); and in the CEB, we employ science communicators graphic artists, web designers, environmental education officers, events coordinators and many others.

Career Profiles

Human Resources Consultant

As a Human Resources Consultant, Sophie works closely with the Department’s managers and staff – assisting them with job creation, recruitment and selection. Before commencing this role Sophie was responsible for ensuring the Department’s compliance with OSH legislation (by managing a committee, coordinating representatives, developing a strategic plan and producing a monthly newsletter) and case managing the workers’ compensation process.

Sophie has been involved in a number of interesting projects in addition to her usual duties, including recruiting new Fisheries and Marine Officers, developing an online induction process and coordinating training for the finance branch’s move to a new way of operating (this included travelling around the state to deliver the training in the regions).

Since joining the Department, she has been promoted three times and has moved from a contract to a permanent role. Sophie is now a mentor to new staff within the HR Branch and continues to expand her own knowledge and experience through new roles and development opportunities.

Licensing Officer

Maree works in the Licensing Department as a Senior Licencing Officer. Maree talks to the public about commercial fishing and licensing rules, and maintains the register of all licenses. She also educates others about bag limits and regulations; issues, varies and transfers the licenses themselves; and establishes licenses once a new fishery has been created.

Whilst working for the Department, Maree has completed a Certificate of Frontline Management, has taken part in a public speaking seminar and has travelled to Geraldton and Exmouth for regional conferences. She is an active member of the social club and loves the people she works with. Dealing with people outside of the Department and building relationships with them is one of the best parts of her job.

Legal Officer

Martyn joined the Department of Fisheries as he was interested in natural resources and public policy. He is a Principal Legal Officer and his roles include providing advice (often about interpreting legislation), and representing the Department and the Minister in administrative law matters. He is also involved in drafting legislation and in helping others to understand the law. Martyn has conducted in-house seminars on ‘Government, policy and law’ and has been invited to conduct a seminar on those topics in the Northern Territory. He has been able to attend conferences within WA and interstate, study fisheries policy at the Australian Maritime College in Tasmania, and experience life aboard a trawler and on commercial fishing boats.

Martyn is able to manage his work/life balance through the Department’s flexible working options including working a shortened working week.

Community Education

Michael’s role as the Coordinator of Community Education and Volunteers is busy and challenging, with opportunities to interact with many groups of people within the community. Michael coordinates and delivers (together with his team) community education programs across the state and at the Naturaliste Marine Discovery Centre (NMDC). Michael also manages a large group of Fisheries Volunteers who assist in educating the community about fishing around the coastline.

Michael’s role has given him the opportunity to develop a community education strategic plan, to travel, and to be part of opening an exciting, brand new public education facility – the NMDC. He loves helping children learn about the aquatic environment, and seeing their enthusiasm and enjoyment.

Manager – Information Systems

David is currently working as the Manager of Information Management at the Department of Fisheries. His role is varied and involves strategically managing information systems and assets. This includes setting two- to five-year plans and timeframes, overseeing application changes of systems and replacing network infrastructure.

Throughout his time at the Department David has been given opportunities to act in different and higher level positions and has developed his communication skills through dealing with a range of people right through to the CEO.

David feels that working in the government gives people the opportunity to learn and be involved in a variety of job roles. The fact that the Department of Fisheries is a relatively small department enables it to be able to respond to change well. David is keen to ensure his staff have access to the flexible work options that are available and he takes advantage of them himself to ensure he has a good work/life balance.

Some of our specialised occupational groups are now explained in more detail.

Technical Officers

Technical Officers provide support to research projects under the direction of a scientist. There is a large field-based component to the duties that include carrying out field surveys, processing and analysing data, liaising with industry operators, and preparing projects and reports.

Technical officers are able to progress to duties with greater responsibility and impact over time (depending on satisfactory performance) and this includes an associated progression through pay scales. Technical Officers need to be prepared to work for extended periods away from a home base, either at sea or from shore-based facilities.

“It’s a good mix of field and office work which gives variety – and you get to work outdoors.” (Technical Officer)

There are six broad capabilities (skills, knowledge or attributes) that are required to be successful in this role:

- **Ability to work independently.**
- **Understanding of research methods and techniques relevant to fisheries and/or marine research.**
- **Practical experience in handling fish and/or invertebrates, or scientific samples.**
- **Knowledge and experience in relation to data processing, and the preparation and input of data for computer analysis.**
- **Communication skills.**

Individuals who demonstrate this capability will be able to write, communicate and present information in a clear, fluent and concise manner; produce written communications that are appropriate and readily understood by the intended audience; and organise information in a logical sequence.

- **Knowledge of the issues surrounding the sustainable management of fisheries and marine ecosystems.** Individuals will be able to demonstrate a broad relevant knowledge and, ideally, will have an understanding of the issues relevant to Western Australian fisheries.

The following certificates and licences are highly regarded for the Technical Officer role:

- **Senior First Aid Certificate.**
- **Ability to handle small boats.**
- **Current “C” or “C-A” class driver’s licence.**
- **Diving Certification.**

Career Profile

Technical Officer

Jeremy chose to work at the Department of Fisheries as he had an interest in the marine environment, including fishing, diving and science. He feels his job is a good mix of field and office work with variety and flexibility. Jeremy’s role involves taking samples to identify species, studying diseases, surveying areas of habitat, working on boats to measure animals for size and frequency, and analysing catch and effort log books submitted by fishermen. He estimates that he spends 70-100 days per year in the field.

Through his supervisor supporting personal development, Jeremy has been given opportunities to complete dive training, first aid and computer courses, and has attended conferences. He has also been given the opportunity to be part of major projects such as ordering new boats for the Research Division, and is involved in the ongoing maintenance of dive gear, boating gear and vehicles.

Research Officers

Research Officers provide support to research projects under the direction of a scientist. Research Officers are employed at a number of levels with varying degrees of responsibility and therefore varying requirements for skills and experience.

Research Officers are involved in conducting research projects (with scientists) and are also involved in stakeholder, community and industry liaison. They participate in preparing reports and publications, and assist with providing policy and project specific advice to the Department.

There are five broad capabilities (skills, knowledge or attributes) that are required to be successful in this role:

- **Knowledge and experience relevant to the use of scientific, statistical and/or database software packages for data processing.**

Individuals will be able to demonstrate an understanding of data collection and analysis, preferably in a scientific or research context using current technology and statistical and scientific software packages. Individuals will have some experience in recording and processing data using personal computers.

- **Problem solving skills and flexibility.**

Individuals who demonstrate this capability will be able to seek all relevant information for problem solving; probe for the facts; analyse issues from different perspectives; are analytically agile; draw sound inferences from available information; are receptive to new ideas; and respond and adjust easily to changing work demands and circumstances.

- **Communication skills.**

Individuals who demonstrate this capability will be able to write, communicate and present information in a clear, fluent and concise manner; produce written communications that are appropriate and readily understood by the intended audience; and organise information in a logical sequence.

- **Teamwork.**

Individuals who demonstrate this capability will be able to cooperate and work well with others in the pursuit of team goals; share information; support others; show consideration, concern and respect for others' feelings and ideas; and accommodate and work well with the different working styles of others.

- **Knowledge of the issues surrounding the sustainable management of fisheries and marine ecosystems.**

Individuals will be able to demonstrate a broad relevant knowledge and, ideally, will have an understanding of the issues relevant to Western Australian fisheries, and the techniques and analysis used in fisheries/scientific research.

Research Scientists

Research Scientists undertake research on specific fisheries, involving planning of programs and procedures. They collect and analyse research and fishery data; supervise staff and equipment; prepare publications, reports and recommendations and communicate findings to colleagues, government, the fishing industry and the public.

“The best part of my job is when I get to work hands-on with animals I am really interested in. It’s thrilling and I feel lucky to work in an area that has been of great personal interest prior to joining Fisheries.” (Research Scientist, Shark)

Research Scientists are able to progress to duties with greater seniority, responsibility and impact over time (depending on satisfactory performance), and this includes an associated progression through pay scales.

To be considered for appointment as a Research Scientist, applicants need to hold an Honours Degree in an appropriate scientific discipline and be able to demonstrate the following abilities:

- **Use of standard research procedures and scientific techniques.**
- **Manage and lead technical and support staff.**
- **Prepare scientific reports and papers for publication.**
- **Manage expenditure and assist with budgeting processes.**
- **Communication of scientific information.**
- **Experience relevant to managing a research project within the specific fishery being applied for.**

“I’m passionate about the work – the people here are interesting and dedicated, and you get interesting opportunities.” (Research Scientist)

Career Profile

Research Scientist

Jenny is a Principal Research Scientist who began her career with the Department of Fisheries as a Technical Officer after studying Zoology at university. Jenny has moved in and out of the Department on a number of occasions, taking up other related positions in industry and overseas.

Jenny has worked part-time in senior positions for many years and the flexibility means that she has been able to enjoy family responsibilities as well as take up opportunities to travel, both for work and pleasure.

Jenny has represented Fisheries on National and State committees and Boards, and was involved in an extensive review of fisheries in the regions. She will shortly be speaking at a World Fisheries Congress in Japan.

Research Scientist

Lynda is a Senior Research Scientist in the ‘ecosystem and community structure’ area of the Department of Fisheries’ Research Division. She is a project manager and team leader responsible for ensuring that everything runs smoothly across a number of projects, and managing a team of seven and a multi-million dollar budget.

Lynda is currently involved in a number of projects, including measuring the effects of the rock lobster industry on the ecosystem and sustainability studies on invertebrates and their habitats. Through her work, Lynda has had the opportunity to travel to interesting places, enjoy some amazing experiences (such as swimming with whale sharks) and be involved in high-level Government committees.

Lynda takes advantage of flexible working hours and is about to take long service leave. She says the people, varied work locations and projects at Fisheries are fantastic, and her position allows her to enjoy a good work/life balance.

Fisheries Management Officers

Fisheries Management Officers deliver management services for various fisheries, aquaculture/pearling industries or other aquatic management matters, and undertake projects relevant to the achievement of the Program objectives.

Fisheries Management Officers work in a number of programs across the Department, including Aquaculture and Pearling, Fish and Fish Habitat Protection, and Integrated Fisheries Management (Northern and Southern Bioregions, and Strategic Policy). Positions start at Level 2 and staff are able to apply for higher-level vacancies as their experience and skill-base increases. Positions of all levels are advertised externally.

To be considered for appointment as a Fisheries Management Officer, applicants need to be able to demonstrate the following abilities:

- **Demonstrated good written and verbal skills, including report preparation, particularly within a natural resource management context.**
- **Good interpersonal and team work skills.**
- **Demonstrated organisation and time management skills.**
- **Demonstrated understanding of project management and policy development principles.**

It is desirable that applicants meet the following criteria:

- **Progress towards Bachelors Degree or relevant and equivalent experience in a fisheries policy and/or projects environment.**
- **Experience in liaising with government, industry or community groups.**
- **General knowledge of the fishing and/or aquaculture industries.**
- **Knowledge of the role, functions and values of the Department of Fisheries, and of Western Australian fisheries and relevant legislation.**

Career Profile

Policy Officer

Tim is in his twelfth year working for the Department and is a Principal Management Officer based in the Department's Head Office. He has also previously worked within the Regional Services Branch as the policy officer for the southern region based in Albany, and as a Fisheries and Marine Officer based at the Fremantle, Bunbury and Carnarvon offices, as well as serving on board the *Patrol Vessel Walcott*. Tim has also spent a considerable amount of time acting as the Regional Manager in the Southern, Gascoyne and Northern Regions!

Most recently, before returning to Perth to work for the Department's Integrated Fisheries Management Branch, Tim was also the Northern Region Compliance Manager based in Broome and, in that capacity was heavily involved in the State's response to the illegal foreign fishing incursions in the North. Tim's experiences highlight the diversity of roles and the opportunities available within the Department.

Tim's current role sees him developing policies; providing expert advice to the Senior Management Group, Minister and industry; consulting with stakeholders (including fishers, conservationists, community members and other government departments); and developing and implementing fisheries management plans and policies.

Tim enjoys the fact that he works with highly committed, enthusiastic and intelligent people on interesting and challenging projects that are of real importance in terms of managing the State's aquatic resources.

Fisheries and Marine Officers

Fisheries and Marine Officers play a major role in the protection and conservation of Western Australian marine and aquatic resources by ensuring compliance with management rules through law enforcement, community education and liaison. Applicants should have an interest in the marine and aquatic environment, and appreciate service delivery requirements in a multicultural society.

Fisheries and Marine Officers are required to work irregular hours and at a range of locations throughout the State. Considerable time away from home may also be required. In some instances this involves living on Departmental or other vessels for short periods.

Fisheries and Marine Officers are required to wear a uniform whilst on duty. Uniforms are supplied by the Department.

Fisheries and Marine Officers duties include, but are not limited to, the following:

- **Assist with law enforcement programs requiring the apprehension, video interviewing and prosecution of offenders in field situations.**
- **Assist with customer awareness/education programs requiring the presentation of information to members of the public and community groups.**
- **Liaise with members of the fishing industry, community groups, members of the public and other government agencies and advise on fisheries and marine safety matters.**
- **Adherence to Departmental policies, procedures and principles.**
- **Conduct marine- and land-based patrols.**
- **Operate four-wheel drive vehicles and small vessels.**
- **Present evidence in a Court of Law and serve summonses.**
- **Preparation and submission of written reports and prosecution briefs.**
- **Maintenance of Departmental boats, vehicles and equipment.**
- **Issue licences and attend to administrative duties.**
- **Carry out surveillance patrols and travel aboard aircraft and commercial fishing vessels.**
- **Liaise and undertake patrols with staff of other State and Commonwealth Government Departments.**

"I am responsible for the machinery on board, safety on deck and training the crew. I have had the opportunity to act as Master of the vessel, where I have been responsible for planning and organising patrols and compliance activities. I issue infringements and attend court, and give advice to rock lobster commercial fishermen. I have been involved in dangerous sea rescues and major rock lobster compliance operations. I have travelled all over the coast, often in unchartered waters and remote locations." (Seagoing Fisheries and Marine Officer)

There are approximately 110 Fisheries and Marine Officers working in a network of 17 district offices in areas where major fisheries are operating, as well as Perth and Fremantle. These offices are equipped with vehicles and small craft for coastal, estuarine and river patrols. The Department operates three ocean-going patrol vessels out of the Fremantle and Geraldton districts.

Fisheries and Marine Officers maintain regular contact with the local community and fishing industry, and their local knowledge is of vital importance in developing workable management strategies and management laws. Officers commit much of their efforts into detecting illegal fishing activities and prosecuting offenders.

Promoting community awareness regarding the need to observe fisheries management laws is an important part of a Fisheries and Marine Officer's role. Officers are frequently called upon to give talks to schools and community groups. Fisheries and Marine Officers may also be called upon to assist with operations such as search and rescue, transport to remote islands and collection of biological data for research programs.

Since the amalgamation with the Department for Planning and Infrastructure Marine Safety Branch, officers in the Metropolitan branch are now jointly responsible for Marine Safety. This involves duties from the routine checking of vessels for safety equipment (such as flares and life jackets) to the commercial survey inspection of commercially-registered vessels.

"Your day needs to be very flexible – whilst there are plans and rosters in place, at a moment's notice officers may be required to respond immediately to an event or breach of regulations. Then the plans get thrown out the window! ... This is a very accountable job. Honesty and integrity are imperative." (Fisheries and Marine Officer – Fremantle)

After training is successfully completed in the Metropolitan area, Fisheries and Marine Officers are usually transferred to one of the Department's district offices (in major regional fishing centres) or onto one of the major patrol vessels. Officers will be required to transfer throughout their careers within regional Western Australia as per the Departmental Transfer Policy.

District Offices are located in the following centres: Albany, Broome, Bunbury, Busselton, Carnarvon, Denham, Dongara, Esperance, Exmouth, Geraldton, Jurien Bay, Karratha, Lancelin, Hillarys, Rockingham Fremantle and Mandurah.

I work in a diversity of locations and jobs, mainly on vessels. I meet interesting people. There is support for my career and opportunities for improvement." (Seagoing Fisheries and Marine Officer)

Career Profile

Fisheries and Marine Officer

Murray is a Seagoing Fisheries and Marine Officer who has travelled all around the State's coastline working on the Department's vessels. His job involves being responsible for the machinery on board and the safety on deck, as well as training other crew members. Murray has been involved in organising patrols, compiling prosecutions, attending court, and liaising with federal government officials, customs officers and police.

During his time at Fisheries, Murray has been able to progress his marine qualifications and has been given many other training and development opportunities. Rescuing whales, negotiating difficult weather conditions and remote locations, and assisting scientists in research projects have all been a part of Murray's career, which he says has been better than he could have expected!

Fisheries and Marine Officer

Sandy joined the Department of Fisheries from the commercial fishing sector and now works as a Land-Based Fisheries and Marine Officer. Sandy currently looks after new recruits and is also responsible for their ongoing development throughout their careers with the Department. This role has taken Sandy overseas to Oman, assisting with a marine park training project in Indonesia, and to exchange compliance education expertise in New Zealand, as well as travelling to many locations within Western Australia including Ningaloo, One Arm Point (conducting the Bardi-Jawa Marine Ranger training program) and the Abrolhos Islands.

Sandy says there is huge variety in the job and loves working with the equipment, boats and people. There is a good balance between the office and the outdoors, with flexibility and a good sense of teamwork.

Physical Requirements

Working as a Fisheries and Marine Officer involves a great deal of physical activity. All successful applicants will be required to pass a physical and medical assessment to ensure that they have the physical capabilities for the job. Some of the physical activities a Fisheries and Marine Officer may be expected to perform include the following:

- **Stamina**
Fisheries and Marine Officers can be required to work for up to 12 hours per day over four- to eight-day periods, and often in exposed environments, in all weather both day and night. Examples include night river patrols in winter, exposure to cold and rain, surveillance in sand hills during summer heat for long periods, lifting crates of lobsters and measuring them over a three- to four-hour period, walking two to five kilometres in exposed summer and winter conditions.
- **Motion Sickness**
Fisheries and Marine Officers are required to work effectively on vessels at sea, and travel significant distances by vehicle and aircraft.

- **Lifting**

Fisheries and Marine Officers must be able to lift the following objects (with assistance and training in appropriate techniques) during a working day: lift a one metre diameter lobster pot; lift and carry small outboard motors; lift three metre dinghies and punts onto the roof racks of vehicles; lifting assorted gear; and dragging dinghies over beaches, sandbanks and shallows.

- **Jarring**

Fisheries and Marine Officers need to be able to cope with driving 4WD vehicles over rough roads or operating a small vessel in open sea conditions.

- **Sitting/Lying**

Fisheries and Marine Officers need to be able to remain in static observation positions for up to eight hours during surveillance operations.

- **Walking**

Fisheries and Marine Officers need to be able to walk two to five kilometres in all weather conditions at day or night carrying up to 20 kg of equipment. Examples include night patrols of dams for marron fishing inspection, walking into areas to establish observation posts, and walking along beaches to inspect abalone and other fish catches.

- **Paddling**

Fisheries and Marine Officers need on occasion to be able to row or paddle dinghies or canoes 10-15 km in all weather conditions. Examples include canoe patrols of south-west rivers and closed water patrols.

- **Climbing**

Fisheries and Marine Officers need to be able to climb hills or man-made structures. Examples include climbing trees for observation and placing radio aerials, climbing fences while apprehending offenders, climbing steep river banks, and climbing on boats to inspect catches whilst still on their trailer.

- **Diving**

Fisheries and Marine Officers need to be able to undertake diving operations to carry out inspections of fishing activities and gathering of evidence. Officers are required to maintain a standard of swimming fitness and, depending on the Officer's location, dive training is provided by the Department.

What makes a good Fisheries and Marine Officer?

Core competencies have been identified for effective on-the-job performance as a Fisheries and Marine Officer. These competencies include a combination of skills, knowledge, and personal attributes that result in successful job behaviours. These competencies include (but are not limited to) the following:

Stakeholder Orientation

- Proactively developing stakeholder relationships by making efforts to listen to and understand the stakeholder (both internal and external).
- Anticipating and providing solutions to stakeholder needs and giving high priority to stakeholder satisfaction.
- Representing the organisation in an effective manner.

- Influencing stakeholders towards desired organisational outcomes.

Integrity and Ethics

- Displays personal integrity, probity and honesty.
- Has a sense of corporate responsibility and a high level of accountability.
- Models the highest standards of personal and professional behaviour.
- Consistently applies ethical practices, and high standards of ethics and professionalism, by behaving in a fair manner towards others, and acting in accordance with principles of equity, diversity and social justice.

Teamwork

- Keeps other team members informed and up-to-date about current information or new ideas and findings.
- Shares all relevant or useful information.
- Lets people affected by a decision know what is happening, and explains the reasons for the decision.
- Mentors and coaches others.
- Motivates and is sensitive to the needs of others.

Conflict Resolution

- The ability to effectively diffuse conflict in a range of situations.
- Recognises and copes with stress in self and others.

Commitment to Quality

- An orientation towards the achievement of quality results and continuous improvement.
- The ability and willingness to plan and organise towards the accomplishment of results.
- The ability to take initiative to ensure quality.
- A sense of urgency and commitment to action.

Analytical Thinking

- Breaks down a problem into smaller parts.
- Analyse relationships among several parts of a problem or situation.
- Anticipates obstacles and thinks ahead about next steps.
- Uses sound judgement and initiative.
- Maintains a strong grasp of broad information and uses such information to formulate and substantiate recommendations.
- Make appropriate decisions.

Communication

- Ability to use a range of communication skills in order to effectively interact with a broad range of people and in a variety of situations.

Training for Fisheries and Marine Officers

Successful applicants are appointed as entry-level Fisheries and Marine Officers and will commence eight weeks full time (paid) training. The training aims to expose the trainees to all aspects of the job including legislation, compliance and prosecutions, effective communication and conflict resolution, 4-wheel-driving and boat handling.

The training consists of both classroom and practical exercises, including a mock court and simulated apprehensions.

Following the training course, new Fisheries and Marine Officers commence a 12-month probation period, during which they are required to complete a work-log indicating that they have been able to demonstrate competence in all areas of the job.

Career Prospects

Fisheries and Marine Officers commence at Level 2 and are eligible to progress on a yearly increment basis through salary scales, provided their performance is satisfactory. Progression to a Level 3 Senior Fisheries and Marine Officer is also possible once a number of qualifications and criteria have been met.

Promotion is based on performance and merit selection and can include:

- **Level 4 Supervising Fisheries and Marine Officer.**
- **Undertaking transfers into other areas of the Department.**

Final Considerations

There is a wide variety of challenges involved with a career as a Fisheries and Marine Officer, which provides a sense of personal satisfaction with the role. However, it is essential that potential applicants also recognise that for some, the nature of the duties and the work routine may not be suitable.

Noting that most of the Department's work is outside the metropolitan area, Fisheries and Marine Officers need to accept postings to country areas. This may mean that a Fisheries and Marine Officer and their partner have to leave their own home and rent in the new location (in some instances government housing is available in country districts).

Fisheries and Marine Officers are subject to long working hours at odd times. They may be recalled to duty at any time of the night and on weekends to respond to complaints of illegal fishing activities. Applicants should also note that all annual and long service leave entitlements are granted at the convenience of the Department. This is standard government policy, however, in this case it means that leave is not generally granted during the peak fishing months and as such, most leave entitlements are granted during the cooler winter months in the south of the State, and the 'wet season' in the north of the state.

What can I expect from the recruitment process?

Eligibility

Only Australian and New Zealand citizens or Australian permanent residents are eligible for appointment to permanent positions with the Western Australian State Government. Temporary residents with a valid Working Visa may be appointed to fixed-term (contract) positions. Please confirm your particular work rights with the Australian Department of Immigration and Citizenship (www.immi.gov.au) prior to submitting your application for any positions.

Advertising

Most positions are advertised and can be accessed through the Western Australian State Government Recruitment web site (www.jobs.wa.gov.au) or through the Department of Fisheries web site (www.fish.wa.gov.au). Advertised vacancies may also appear in the Government Appointments section of Saturday's *The West Australian* newspaper.

For advertised vacancies, Position Vacancy Packages consists of the Job Description Form, including the Selection Criteria, the Application Form and any other information that is relevant to the role. Should you require further information about the advertised position or wish to ascertain whether a position is suitable for you, please contact the person named in the advertisement.

Please note: vacancies for Fisheries and Marine Officers will also be advertised in *The West Australian* and on www.jobs.wa.gov.au. Recruitment drives are held approximately every 12-18 months.

Entry Level Employment Program

The Department also uses the Entry Level Employment Program to fill Level 1 positions. You can get more information on this and on the Public Sector Recruitment Test on www.jobs.wa.gov.au

Graduate Register

The Department of Fisheries has no formal Graduate Development Program, however we have created a structured application process for motivated and committed tertiary graduates interested in a career with us.

Opportunities that may arise within the Department for graduate employment include:

- **Sciences (Marine, Biological, etc.)**
- **Environmental Management.**
- **Natural Resource Management.**
- **Commerce/Business (HRM, Finance, Marketing, etc.)**
- **Law.**

Often these are of a short-term (less than 6 months) or casual nature, however this graduate recruitment process may be used to fill permanent vacancies if the field of candidates have the relevant knowledge, skills and abilities to be considered for a vacant position. Should this occur, the graduate register would be referred to in the first instance.

To be placed on the register, we ask that you submit the 'Application for inclusion on Graduate Register' form along with a comprehensive CV outlining relevant knowledge, skills, qualifications and referee details.

Recruitment Pools

The Department of Fisheries usually advertises the following positions as recruitment pools:

- **Technical Officers;**
- **Research Officers;**
- **Fisheries Management Officers; and**
- **Fisheries and Marine Officers.**

Pools enable an organisation to conduct a single recruitment process and assess a number of candidates for both current and future vacancies. They will always have a lifespan (generally 12 months) and appointment to a pool does not mean that an applicant has been offered a position but that they have been deemed suitable for appointment should a vacant position arise during the term of the pool. The advertisement will always state whether the vacancy is for a pool and how long that pool will be open for.

Timeframes

We will endeavour to complete selection processes as quickly as possible, and the Human Resources Branch works closely with managers to help them keep to strict timeframes.

The process for selecting Fisheries and Marine Officers takes up to 6 months from start to finish given the number of stages and tests that must be completed. Applicants are kept informed of progress along the way and there will always be a panel member that can be contacted for updates and information.

Assessments and tests used

The types of tests used in a selection process will depend on the position being filled. Generally, applicants will be asked to submit a CV and an application addressing a number of criteria or job requirements. Shortlisted applicants will then be interviewed and referee reports are often sought for highly competitive candidates.

Alternatively, applicants may also be asked to answer questions rather than selection criteria in a written application and at interview may be asked to prepare a short presentation or complete a work-related test.

Fisheries and Marine Officers

To ensure future Fisheries and Marine Officers have the capacity to meet the 'Physical Requirements' outlined in the previous section, the Department of Fisheries requires all potential staff to participate in pre-appointment medical tests and physical fitness assessments.

These assessments are required to ascertain whether individuals have any prior injuries that may pose an Occupational Safety and Health risk to themselves or colleagues in the future.

The tests are designed to measure a future employee's physical fitness level so that the Department has knowledge as to that person's ability to operate in adverse working conditions.

The pre-appointment medical assessment involves the applicant participating in a full medical examination, which is carried out by a qualified medical practitioner. The medical examination also includes an eyesight test and colour vision (ISIHARA) test to ensure employees meet marine safety qualification requirements. These medical examinations are forwarded to the Department for inclusion in the selection process.

The Department also requires prospective employees undertake a swim assessment so as to review the physical capabilities of these persons in the marine environment. This assessment ensures that future employees have the ability to be trained in SCUBA diving qualifications, rescue people from the water and survive in the water in the advent of a boating accident.

The **physical fitness assessment** of all potential Fisheries and Marine Officers is undertaken prior to employment and includes the following:

- **Lift a batten rock lobster pot to a height of one metre.**
- **Stack a rock lobster pot to a height of 1.7 metres (with assistance).**
- **Lift an outboard motor and carry for a minimum distance of 20 metre.**
- **Move a product crate (rock lobster pot) a distance of five metres and lift to a horizontal height of one metre.**
- **Standing broad jump.**
- **Abdominal stretch test.**
- **Abdominal endurance test.**
- **Back extension strength test.**
- **Back flexibility assessment.**
- **Body composition.**

The **swimming assessment** includes the following:

- **Swim 400 metres freestyle in less than 12 minutes (without fins).**
- **Dive to three metres and raise to the surface a weight of 1.5 kilograms and hold to the surface for two minutes.**
- **Tread water for 15 minutes, with your hands (not arms) removed from the water for the last two minutes.**
- **Dive to 10 metres (or deepest available equivalent) with the aid of fins and retrieve an object from the bottom.**
- **Tow an inert person for 100 metres with the aid of fins in less than four minutes (inert person is to provide absolutely no assistance).**

Shortlisted Fisheries and Marine Officer applicants will also be required to complete a computer and legislation assessment, and a psychological assessment with the results discussed at a behaviourally-based interview.

Finally, short listed applicants will participate in an Assessment Centre that includes practical exercises, job simulations and roleplays designed to test the candidate's responses, together with other team members, to work-like situations and problems.

Other checks and declarations

All applicants will be required to declare if they have any current convictions for any offences from any court, or are currently the subject of any charge pending before any court. It is not necessary to give details of any conviction which you have had declared spent (*Spent Convictions Act 1988*). A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

Short-listed Fisheries and Marine Officer applicants will be required to provide an Australian Federal Police Clearance prior to appointment so that the Department can ensure there is no criminal conviction that may preclude the individual from working in a law enforcement capacity.

Some other positions will also require a Police Clearance or Working With Children check depending on the duties. Applicants will be notified of this need in the advertisement and job application package.

So how do I apply?

- If you are a Graduate, place your details on our Graduate Register (see page 13 for more details)

or

- Check out our website at www.fish.wa.gov.au and click on 'jobs' to see what is currently advertised. Follow the instructions to submit your application.

Further Information

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