

APS LEVEL 1

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions involve the application of skills and expertise to a limited range of tasks and duties, and responsibility is limited by operating within established routines, methods and procedures.
- Skills and expertise are applied requiring accuracy and attention to detail.
- Positions undertake tasks that are part of day-to-day office practices and regular routines.
- Positions deliver a responsible and dependable service.
- On-the-job training and development for progression to higher levels is characteristic.

Skills and Expertise

- Tasks require knowledge of office equipment, keyboard skills, switchboard and reception technique, and database entry and retrieval.
- Routine clerical skills, such as arithmetic, spelling, grammar and syntax, comprehension and transcription skills.
- A general understanding of the work of AFMA and how it is organised.
- Knowledge of and some experience in management services procedures, including keyboard skills, switchboard and reception.
- An ability to communicate clearly and in a welcoming manner, and deal politely and tactfully with AFMA visitors.
- Flexibility to work with a range of people, and adopt a co-operative approach to interactions.
- Effective communication skills.

Judgement and Creativity Involved

- Exercise judgement between standard choices and within established procedures.
- Gather information and seek direction to assist in task completion and decision-making.
- Decide on appropriate actions within established methods and procedures.
- Provide publications, information and assistance that are standardised or readily available.

Impact and Accountability

- Work is likely to be under close direction.
- Tasks performed will impact on the needs of workplace colleagues and clients for dependable and responsive service.
- As a first point of contact, accountable by representing AFMA in a professional, fair and courteous manner.
- Accountable for directing inquiries and paperwork to work areas.
- Accountable for setting own priorities on a day to day basis within overall close direction.

Task Variety and Personal Qualities

- Tasks are mostly clearly established and have a regular routine.
- Self-motivation and an ability to determine priorities, within close direction, on a day to day basis.
- The ability to learn from on-the-job experience and development opportunities to improve performance.
- Attention to detail, responsiveness and accuracy.
- ♦ As a member of a team, work efficiently and cooperatively on a variety of tasks.

APS LEVEL 2

Duties, Tasks and Responsibilities

Generally, at this level:

- **Positions involve the application of established skills and expertise over a range of routine administrative and support tasks and duties;**
- Responsibility is limited by the predominantly routine nature of tasks but involves a general understanding of the role of AFMA and its operations;
- Some support services have an element of complexity or difficulty, such as legal research;
- Skills and expertise are applied requiring procedural knowledge, accuracy, precision and quality control;
- Positions deliver a dependable and responsive service (including of a specialised nature e.g. personnel, records management, office services).

Skills and Expertise

- Ability to communicate clearly and exercise routine clerical skills, such as arithmetic, spelling, grammar and syntax, comprehension and transcription skills.
- Established skills necessary to assist clients to access corporate services and facilities, by providing services directly to the client.
- Specific understanding of the operations and professional standards of the work area.
- Experience in the use of word processing packages, spreadsheets and AFMA databases to assist in making information accessible to staff, and in processing, preparing and searching for information.
- Flexibility to work with a range of people, and adopt a co-operative approach to interactions.
- General understanding of the operations, aims and functions of AFMA.

Judgement and Creativity Involved

- Judgement is exercised in handling a range of tasks within the work area, and in making choices between available options.
- Positions use a range of information sources to make straightforward decisions, typically involving guidelines, rules and precedent to choose between alternatives.
- When no precedents or guidelines exist, or in relation to less usual decisions or courses of action, guidance is available from senior staff and occupants will know when to approach senior staff for direction.
- Positions may contribute to reviews of practices and procedures in the work area, and help develop fishery management policy and compliance strategies.

Impact and Accountability

- Work is undertaken mostly under general direction, but close direction may be needed in relation to complex tasks/assignments or in unfamiliar situations.
- Decide on appropriate responses to requests from clients, set priorities on a day-to-day and weekly basis, and manage competing priorities.
- As a first point of contact, accountable by representing AFMA in a professional, fair and courteous manner.
- Tasks performed will impact on the needs of workplace colleagues and clients for high quality fair and responsive service.
- Some checking and supervision by senior staff is typical, but instructions are broad and based on an expectation the position will work independently on routine weekly tasks.

Task Variety and Personal Qualities

- Tasks are mostly clearly established, but some unfamiliar tasks may present occasionally.
- Self-motivation, initiative, and an organised approach to work are needed.
- Attention to details, responsiveness and accuracy.
- Adhere and promote APS and AFMA values, standards and code of conduct.
- As a member of a team, work efficiently and cooperatively on a variety of tasks.
- The personal capacity to learn from on-the-job experience and development opportunities to improve performance.
- Set priorities for task completion on a day to day and weekly basis.

APS LEVEL 3

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions involve the application of established skills and expertise on a wide range of operational and administrative work, including less complex support services; complex issues may be handled but these will typically have been encountered in the past.
- Positions deliver services to industry participants, have contact with a range of workplace colleagues, and frequent contact with those outside AFMA.
- Duties call for a knowledge of AFMA's role and its operations, and an appreciation of the government/fishing industry environment.
- Positions understand and make arrangements for dependable service delivery (including of a specialised nature e.g. finance, personnel, records management, office services).

Skills and Expertise

- Knowledge of AFMA's role, its priorities, processes and administrative arrangements, including functions of related work areas.
- Ability to liaise effectively with people both within and outside AFMA, other agencies (Commonwealth and State), external stakeholders and with people from a range of diverse backgrounds
- The ability to undertake basic research.
- Ability to contribute corporately, to contribute new ideas and promote change, and to participate in workplace forums.
- Ability to liaise with external agencies and to communicate confidently.
- Knowledge of relevant professional technical and industry standards.
- Ability to provide a wide range of secretarial, administrative and clerical duties with high levels of efficiency and organisation.
- Ability to work cooperatively in a team environment and individually.

Judgement and Creativity Involved

- Work requires the exercise of limited judgement by applying established practice, procedures and familiarity with the work area, with some issues entailing limited complexity.
- Some judgement is involved in undertaking basic research and using documented precedents/guidelines/procedures.
- Positions need to capture the main features and identify issues in information presenting.
- Positions need good judgement in the determination of work priorities.
- Positions will contribute to reviews of practices and procedures in the work area, assist with work area operations and guide new or contractor staff in workplace procedures.
- Delegations of minor kind (including under the *Fisheries Management Act 1991* or related legislation, or personnel and financial decisions) may be exercised.

Impact and Accountability

- Work is likely to be undertaken with general direction. Supervision would be limited to tasks, assignments or projects of some complexity or sensitivity. Some work may be undertaken working at sea.
- May make decisions on a regular basis within specified precedents/guidelines/procedures.
- Accountable for timely and accurate processing of administrative workloads (including documenting steps taken, data collected and procedures followed).

Task Variety and Personal Qualities

- Self-motivation, decisiveness and a committed approach to work.
- Tasks encountered within positions are varied and will require good self management, skills in confidently communicating and negotiating.
- Personal flexibility to work in a range of conditions, including at sea.
- Attention to detail, initiative, responsiveness and accuracy.
- Adhere and promote APS and AFMA values, standards and code of conduct.
- Contribute corporately and within workplace forums, promote innovation and change.

APS LEVEL 4

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions involve the application of established skills and expertise with depth in particular subject matter.
- Positions at this level undertake operational, administrative and compliance work. Positions support policy formulation and future management arrangements, and assist in coordinating workshops and subcommittees.
- In corporate support, positions at this level undertake specialist administrative and clerical jobs, using expertise in relevant practices/procedures, systems and office technology.
- Responsibilities involve applying sound, reliable administrative skills, the application of existing policy, and accuracy and timeliness in processing less complex workload.
- Tasks may involve data collection and drafting the production of reports, submissions, and less complex research. These will be under general direction only.
- Positions at this level often provide guidance, training and supervision to APS 1 and 2 or contract employees undertaking tasks that fit within existing policy/procedures.

Skills and Expertise

- Research and analytical skills are required in many positions, with the ability to make decisions or recommendations based on this research and investigation.
- Relevant skills may be enhanced by tertiary qualifications (complete or substantially completed).
- Qualifications would be enhanced by some experience, or substituted by relevant experience and demonstrated aptitude in resource management or corporate support work.
- Ability to communicate effectively and sensitively with people both within and outside AFMA, other agencies (Commonwealth and State), external stakeholders including people from a range of diverse backgrounds
- Ability to represent AFMA in a professional manner.
- An awareness of relevant issues, the aims and functions of AFMA and its legislative/policy framework.
- Knowledge of relevant professional technical and fishing industry standards.
- Well developed skills in working in a team environment and individually; in some positions supervisory skills to monitor the work practices.
- Ability to contribute corporately, contribute new ideas and promote change, and participate in workplace forums.
- Expertise in the provision of a wide range of secretarial, administrative and clerical duties with high levels of efficiency and organisation.

Judgement and Creativity Involved

- Judgement involved is less complex with decision-making requiring new assessments against existing plans/guidelines/procedures.
- Judgement is involved in undertaking less complex research, and in selecting and recommending appropriate courses of action from a number available.
- Positions need to capture the main features of information, identify core issues, and assess the need for further information.
- Positions will contribute to reviews of practices and procedures in the work area, assist with work area operations and guide new or contractor staff in workplace procedures.
- Delegations of minor kind (including under the *Fisheries Management Act 1991* or related legislation, or personnel and financial decisions) may be exercised.

Impact and Accountability

- Positions at this level will require general direction only. Provision of instructions will be limited to tasks/assignments with a degree of complexity or some sensitivity.
- Positions provide sound and efficient administrative, research and analytical services to ensure their individual outputs are achieved.
- Positions gather information, follow investigative methodologies and established procedures, and examine and analyse information to arrive at decisions or appropriate recommendations. They are accountable for reporting outcomes to more senior officers and other managers.
- Accountable for timely and accurate processing of administrative workloads (including documenting steps taken, data collected and procedures followed) so that overall work area deadlines are achieved.
- Positions generally decide between competing priorities with reference to more senior staff, manage self and respond flexibly to changing circumstances.

Task Variety and Personal Qualities

- Self-motivation, decisiveness and a committed approach to work.
- Tasks encountered within positions are varied and will require good self management, skills in confidently communicating and negotiating.
- Personal flexibility to work in a range of conditions, including at sea.
- Attention to detail, initiative, responsiveness and accuracy.
- Adhere and promote APS and AFMA values, standards and code of conduct.
- Contribute corporately and within workplace forums, promote innovation and change.

APS LEVEL 5

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions involve the application of established skills and expertise with authority in a particular subject matter.
- Work is under broad guidance only. Tasks may be varied or alternatively, where specialist subject matter or skills are used, may be specific to one work stream.
- Positions at this level undertake higher level operational, administrative and secretariat work, contribute to the management of foreign or domestic compliance operations, fisheries management policies and plans and legislative/procedural projects.
- Positions prepare detailed correspondence, documentation and reports, manage databases, and contribute to policy formulation.
- Positions are typically required to liaise with a range of industry participants and other agencies (Commonwealth and State), and may be required to exercise AFMA delegations: more complex situations requiring the interpretation of legislation may be decided at this level with direction and consultation with more senior staff.
- Work may involve leadership of a work area, requiring specialised knowledge of that work and a sound appreciation of how it fits within AFMA role and functions.
- Positions typically provide guidance and training in AFMA policy and procedures to staff, including supervision of new or contract employees and supervision of a team.

Skills and Expertise

- Research, investigative and analytical work or application of the principles and techniques of a profession is required in many positions.
- Relevant skills may be enhanced by (a) tertiary qualifications (complete/partial) with preferred disciplines being resource management, economics, science, plus some experience, or (b) considerable experience and demonstrated aptitude in this work.
- A capacity for strategic thinking and flexibility, and the ability to advocate ideas and preferred courses of action.
- A sound understanding of AFMA, its aims and functions.
- A sound knowledge of industry professional and technical standards.
- Good interpersonal skills/teamwork skills including in negotiation and conflict resolution situations.
- The ability to communicate clearly and concisely in both written and oral form with a range of people.
- Ability to use logic and persuasion, and confidently defend own position.
- Ability to allocate work, establish priorities and methods, give guidance and ensure quality and timely outcomes from the immediate work area.
- Ability to contribute corporately, to contribute new ideas and promote change, and to identify problems and recommend solutions.
- Expertise in a wide range of secretarial, administrative and clerical duties and in the use of IT equipment.

Judgement and Creativity Involved

- Investigate and evaluate information, and provide advice to senior staff, industry participants, other agencies etc based on legislation, policy, management plans, guidelines, knowledge and expertise.
- Judgement is required in relation to research and analysis, selecting and recommending appropriate courses of action, applying professional knowledge.
- Positions have some discretion on how to proceed to gather information, the resources to be used and how progress is monitored.
- Positions are expected to be proactive in the reviews of practices and procedures in the work area and ensure immediate work area goals are achieved.
- Creativity may be needed in solving new or unique problems and develop new approaches.
- Delegations may be exercised and these may involve limited expenditure or allocation of priorities.

Impact and Accountability

- Positions at this level will require broad guidance only. Provision of instructions from Managers or Senior Managers will be limited to tasks/assignments with complexity or sensitivity.
- Responsible for gathering information, selecting methodologies, examining and analysing information to provide appropriate advice or decisions. They are accountable for reporting outcomes to peers and managers.
- Positions develop solutions and present options to managers on complex issues. They also provide technical or professional advice to major projects or reviews of management plans or procedures.
- Responsible for developing and maintaining networks with the fishing industry, State and Commonwealth agencies and stakeholder groups.
- In exercising supervision, accountable for setting individual and some team priorities for the work area, maintaining team cohesion, and ensuring quality of outputs and data-gathering.
- As part of supervising, give constructive feedback to improve performance and identify development needs, and arrange or give on-the-job or structured training to staff.
- Accountable for timely and accurate processing of workloads (including documenting steps taken and procedures followed) so that immediate work area goals and in some circumstances broader AFMA activities are achieved.
- Positions at this level are largely self directed, selecting work methods, determining priorities, managing self (and others) and responding flexibly to changing circumstances.

Task Variety and Personal Qualities

- Self-motivation, decisiveness, initiative, attention to detail and a committed approach to work.
- Tasks encountered within positions may be varied but generally fall within a single discipline. Competing priorities, responsiveness to workload peaks, working in at sea conditions and simultaneous handling of a variety of tasks require personal flexibility.
- High levels of organisation in relation to self and others and capacity to remain focussed and organised and make immediate decisions at times of pressure, change and significant interruptions.
- Application of authoritative knowledge will involve complex cases and interpretation and analysis against legislation, policy, precedents or professional standards, and guidance to others in these areas.
- Provide personal leadership and example to advance the practical application of APS and AFMA values
- Contribute corporately and within workplace forums, promote innovation and change.

APS LEVEL 6

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions involve the application of extensive skills and expertise, with authority in a range of areas or extensive experience in a particular subject matter.
- Positions may provide formal leadership of a work area or project team, requiring specialised knowledge of that work and a sound appreciation of how it fits within the AFMA role and functions.
- Positions at this level manage more complex operational and administrative work, undertake investigations, research and analysis, contribute to the management of foreign or domestic compliance operations, fisheries management policies and plans and legislative/procedural projects.
- Positions prepare more difficult or complex documentation and reports, manage databases, contribute to policy formulation.
- Positions are typically required to liaise with a range of industry participants and other agencies (Commonwealth and State), and may be required to exercise Authority delegations: more complex situations requiring the interpretation of legislation may be decided at this level with guidance from senior staff.
- Work may involve leadership of a work area, requiring specialised knowledge of that work and a sound appreciation of how it fits within AFMA role and functions.
- Tasks typically involve research and data collection, the provision of professional or technical advice and decision-making encompassing reasoned and researched conclusions.

Skills and Expertise

- Research, investigative and analytical work or application of the principles and techniques of a profession is required in many positions.
- At this level tertiary qualifications need to be supplemented by considerable experience and demonstrated aptitude and achievement may be present in lieu of formal tertiary qualifications.
- A sound knowledge of industry professional and technical standards. Work areas may also require sound knowledge of associated protocols eg fraud control, investigative techniques.
- A sound understanding of AFMA, its aims and functions.
- Sound interpersonal skills/teamwork skills including in negotiation and conflict resolution situations.
- The ability to communicate clearly and concisely in both written and oral form with a range of people, to edit written communication and provide feedback to drafters.
- The ability to communicate clearly and concisely in both written and oral form with a range of people.
- Ability to use logic and persuasion, and confidently defend own position.
- Ability to allocate work, establish priorities and methods, give guidance, mentor and ensure quality and timely outcomes from the immediate work area.
- Ability to contribute corporately, to contribute new ideas and promote change, identify problems and recommend solutions, and participate in workplace forums.

Judgement and Creativity Involved

- Investigate and evaluate information, and provide advice to senior staff, industry participants, other agencies etc or take more complex decisions based on legislation, policy, management plans, guidelines, knowledge and expertise.
- The scope for judgement is considerable with the scope of professional and technical standards.
- Decisions taken are exercised within existing precedents/guidelines/procedures and do not constitute new interpretation of policy.
- Judgement is needed in relation to research and analysis, selecting or recommending courses of action applying areas of professional knowledge and in the preparation of evidence for legal proceedings.
- Positions have discretion on how to proceed to gather information, the resources to be used and how progress is monitored.
- Positions use judgement to assess, determine and schedule work priorities within overall work programming.
- Priorities will be decided largely without reference to Managers or Senior Managers.
- Positions are expected to be creative and innovative in reviewing practices and procedures in the work area, proactive in work area operations and by ensuring work area goals are achieved.
- Creativity may be needed in solving new or unique problems and develop new approaches
- Delegations may be exercised, in particular in relation to personnel and financial decisions within the work area, and these may involve limited expenditure or allocation of priorities.

Impact and Accountability

- Positions at this level will require broad guidance only with general direction from more senior staff will be limited to tasks/assignments with considerable complexity and sensitivity.
- Responsible for gathering information, selecting methodologies, examining and analysing information to arrive at workable solutions or appropriate advice. They are accountable for reporting outcomes to peers and managers.
- Positions develop solutions and present options to Managers on complex issues; they also provide technical or professional advice to major projects: the commercial or financial impact of decisions made or advice given will be greater at this level than at the APS 5 (and clearly greater than at the APS 4), and work is performed more autonomously.
- Responsible for developing and maintaining networks with the fishing industry, State and Commonwealth agencies and stakeholder groups.
- In managing or supervising, accountable for setting priorities for the work area, contributing to team cohesion, ensuring quality of outputs and data-gathering, and in training staff.
- As part of supervising, give constructive feedback to improve performance and identify development needs, mentor and arrange or give on-the-job or structured training.
- Accountable for timely and accurate processing of workloads (including documenting steps taken and procedures followed) so that overall work area goals or broader AFMA activities are achieved.
- Positions at this level are largely self-directed, selecting work methods, managing self (and others), responding flexibly to changing circumstances and assisting with change management.

Task Variety and Personal Qualities

- Self-motivation, decisiveness, initiative, flexibility, attention to details and a committed and organised approach to work.
- Tasks encountered within positions may be varied and involve knowledge covering several disciplines. Competing priorities, responsiveness to workload peaks, and simultaneous handling of a variety of tasks require personal flexibility.
- Significant interruptions, including the need to give directions and immediate decisions require high levels of organisation in relation to self and others.
- Application of considerable authoritative knowledge will involve complex cases and interpretation and analysis against legislation, policy, precedents or professional standards, and guidance to others in these areas.
- Assess and act on own self-development and career needs.
- Provide personal leadership and example to advance the practical application of APS and AFMA values.
- Contribute corporately and within workplace forums, promote innovation and change.

EXECUTIVE LEVEL 1

Duties, Tasks and Responsibilities

Generally, at this level:

- Positions apply a broad range of skills, expertise and authoritative knowledge within a specialised area or set of activities.
- Positions frequently provide formal leadership of operational areas, specialist subject areas or project teams.
- Positions may be responsible for higher level research and investigation, or research and analysis of a specialised or highly complex kind.
- Work will typically involve complexity, have industry impacts and may have foreign relations or border security sensitivity.
- Work will typically require specialist knowledge, qualifications and expertise in an area or range of areas.
- Corporate support areas involve higher level tasks in legal services, human resource management, public sector finance, information management or corporate communications.
- Duties involve careful and influential representation of the organisation, the ability to produce a wide range of written reports, correspondence and advice, and discern preferred courses of action within the relevant legislative and political framework.
- Positions will have significant independence of action under broad guidance, are accountable for functions managed and decisions taken in relation to technical, professional or work area issues, and generally exercise delegations.
- At this level managers are expected to interpret directions and priorities from more senior managers and provide that direction to lower level team members.
- Duty, task responsibility to also include managing a team, financial and time management.

Skills and Expertise

Skill and expertise mix vary considerably at this level:

- Research, investigative and analytical work involving policy and legislative interpretation and the application of the principles and techniques of a profession is required in many positions.
- Skills may be enhanced by relevant tertiary qualifications.
- At this level tertiary qualifications need to be supplemented by considerable experience and expertise, however lengthy experience and demonstrated aptitude and achievement may take the place of formal tertiary qualifications.
- A sound understanding of AFMA's aims and functions and where appropriate a broad and in depth understanding of Australian fishing industry structure.
- Management skills of a high order (exercised under broad guidance only), to develop objectives and strategies, organise resources and coordinate and review projects and programs.
- Leadership skills to build rapport and cooperation within a work area and across areas, challenge existing methods to improve performance and ensure ethical and professional standards are met.
- Highly developed communication skills.
- High skill in representing and "selling" AFMA, explaining complex processes simply and liaising effectively and professionally within and outside the Authority; this may involve making presentations to the industry and its associations etc.
- Well developed interpersonal skills, including in relation to conflict-resolution and negotiation; personal flexibility and adaptability to work with a range of people and styles.

Judgement and Creativity Involved

- A high level of judgment and the ability to interpret and analyse large volumes of material that may be complex, novel or sensitive, and select appropriate options.
- Significant decision-making is required in relation to the allocation of resources, the priorities and methods adopted for work, and the achievement of results.
- Within the legislative and political framework governing AFMA, choices are made which impact importantly on the work area, fishing industry participants, maritime security etc. Decisions may affect operations in other work areas.
- Higher level skills in the interpretation of information and data (eg fish population data), forecasts, compliance reports, environmental reports etc are involved. Occupants will identify gaps in information which may affect decision-making. Results may be used in the preparation of policies and management arrangements.
- Delegations may be exercised, including in relation to decision-making authorities held in the work area; these usually have an impact on AFMA operations and may be sensitive and have public impact.

Impact and Accountability

- Duties are performed under broad guidance only.
- At this level there is extensive independence, and relative autonomy in deciding on courses of action, with the position exercising judgement as to how and when to involve a Senior Manager.
- Positions may provide formal leadership and management of a work area, or provide high level research, data management or project/casework.
- As managers, positions ensure the effective operations of the work area, timely and comprehensive outputs and adherence to required standards and have significant responsibility and accountability for financial and human resources, as well as in exercising delegations.
- Maintain awareness of current developments that impact on the work group.
- Accountable for effective external liaison, extensive networking with stakeholders, and advocacy of AFMA interests.
- The development of team members will be encouraged, appropriate feedback and support given, tensions or conflicts addressed, and individual/team performance and achievement acknowledged and rewarded.

Task Variety and Personal Qualities

- Self-motivation, achievement orientation, decisiveness, initiative, flexibility and adaptability.
- Tasks encountered within positions may be varied and involve knowledge covering several disciplines. There may be competing priorities and work often involves prolonged peak periods.
- Significant interruptions, including the need to give directions and immediate decisions to senior operative and operative staff require high levels of organisation in relation to self and others.
- Provide personal leadership and example to advance the practical application of APS and AFMA values.
- Assess and act on own self-development and career needs.
- Work cooperatively with other areas within AFMA to achieve corporate objectives.
- An ability to maintain consistently high and professional outputs, individually and from a work area.
- Ability to manage resources and people, think strategically and stimulate innovation in the workplace.

EXECUTIVE LEVEL 2

Duties, Tasks and Responsibilities

Generally at this level:

- Positions manage and coordinate a significant component of AFMA's operations, requiring the application of extensive skills, expertise and knowledge.
- Positions provide high level advice and support to a General or Executive Manager at SES level, and to the Agency Head and AFMA Board.
- Positions provide formal and personal leadership of a section, regional office, or specialist subject area (or special project), giving strategic direction and ensuring professionalism, adherence to planning processes and "whole-of-government" requirements in outputs.
- Work will involve a comprehensive in-depth knowledge of a range of functions and disciplines and its place within AFMA operations and policy generally. Specialised positions require subject-matter expertise in such areas as environmental policy, legal affairs, corporate communications, human resources or financial management, fisheries management, compliance etc.
- Qualifications and/or extensive experience in areas such as natural resource management, economics, science, public administration or legislation, etc is typically called for.
- Duties involve building and maintaining alliances, decision-making on complex and sometimes high profile matters, and the exercise of delegated power within the fisheries management policy/legislative framework.
- Positions will have significant independence of action under limited guidance, including in relation to resources and staff and will be accountable for functions managed and the decisions taken in relation to technical, professional and work area issues.
- When required, positions will represent AFMA publicly; this may involve making presentations to the industry.
- The position can negotiate on behalf of AFMA and commit to a course of action which may impact on AFMA generally.

Skills and Expertise

Skill and expertise mix may vary considerably at this level but include:

- Managerial, organisational and strategic skills of a high order; ability to manage and supervise staff effectively, as well as work individually or in a team environment by inspiring cooperation and trust.
- Authoritative research, investigative and analytical work involving policy interpretation and the application of professional knowledge is required.
- Relevant skills may be enhanced by tertiary qualifications.
- At this level tertiary qualifications have been developed and refined by experience. Very extensive experience and demonstrated aptitude and achievements are typical.
- Broad understanding of the Australian fishing industry, environmental, compliance and conservation protocol.
- Ability to provide refined high level analysis of issues and emerging developments relevant to the aims and functions of AFMA for Board consideration.
- Developed conceptual skills, an ability to grasp essentials quickly and the capacity to give broad guidance and articulate the issues to others when dealing with complexity.
- Highly developed written skills; the ability to engage with stakeholders, prepare complex briefs, correspondence, reports and submissions, including in relation to the development of Authority policy.
- Highly developed interpersonal skills including in relation to conflict-resolution and negotiation.
- Ability to represent and advance AFMA's interests internally and externally, liaise effectively and professionally with the industry, and with other government agencies (Commonwealth and State).
- Personal flexibility and ability to work with a range of people and styles.

- People management and formal leadership skills, including the ability to encourage and reward cooperation and foster commitment.

Judgement and Creativity Involved

- Positions at this level operate with a high degree of autonomy and initiative within the context of broad corporate objectives and the legislative and political framework.
- A high level of judgment is required. Issues needing resolution at this level are complex, novel or sensitive and may carry long term implications and strategic risk.
- Within the legislative and political framework, final choices and decisions are made which impact importantly on AFMA and Board decisions and may affect operations in other work areas.
- Significant decision-making is required in relation to the allocation of resources, the priorities and methods adopted for work, and the achievement of results.
- Extensive research and analysis is typically involved, and will be applied to projects carrying significant impact on internal and external clients/stakeholders. Precedents may be set, resulting in changes to procedures and guidelines.

Impact and Accountability

- Duties are performed under limited guidance only, with the position responsible for deciding how and when to involve SES level managers or other AFMA stakeholders.
- Positions have significant responsibility, independence of action and autonomy. They are accountable for the allocation of financial and human resources within their area, as well as for exercising delegations.
- Positions are accountable for key elements of AFMA's operations, providing authoritative and final technical or policy advice to produce effective operations, timely and comprehensive outputs and adherence to required plans and standards.
- Positions are responsible for the strategic direction of the work area, adherence to AFMA planning processes and resource usage.
- Positions may undertake (or manage) very high level project work, including work of a highly technical or specialist nature.
- Maintain awareness of current developments in areas of responsibility and anticipate their impact on the work group.
- Accountable for effective external liaison, developing and maintaining extensive networks of stakeholders, and advocacy of AFMA interests.
- Accountable for developing and articulating work area performance standards, identify development needs, give feedback and support, assess staff, and celebrate and publicly acknowledge individual/team performance and achievements.
- Delegations are exercised, including in relation to decision-making authorities held in the work area. Accountable for the exercise of financial and personnel delegations affecting the work area.

Task Variety and Personal Qualities

- Self-motivation, capacity for independent action, achievement orientation, decisiveness, initiative, flexibility and adaptability.
- Tasks encountered within positions may be varied and involve knowledge covering several disciplines. A personal capacity to assess new, unusual or ill-defined issues against broad principles is needed.
- A continuing need to give directions and immediate decisions requires high levels of organisation in relation to self and others.
- Provide personal leadership and example to advance the practical application of APS and AFMA values.
- Work cooperatively with other areas within AFMA to achieve corporate objectives.
- An ability to maintain consistently high and professional outputs, to be personally accountable, individually and for a work area.
- Ability to think laterally and creatively and stimulate innovation by challenging own and others' thinking.
- Personal integrity and resilience to explain defend and substantiate decisions and actions.