



Duties and selection criteria for Regional Policy Officer

It is expected that applicants will address the selection criteria. Applicants who do not meet the essential criteria are not likely to be successful in gaining an interview.

Duties

According to policies set down by the Board and under the direction of the Executive Director, and Principal Policy Officer. The Regional Policy Officer will be expected to take responsibility for a range of duties including but not limited to: -

- Representing Recfishwest as required at meetings and committees concerned with technical and broader industry aspects of recreational fishing and aquatic resource management in Western Australia.
- In conjunction with the Executive Director and Principal Policy Officer develop and assess policies as they pertain to recreational fishing and aquatic resource management.
- Providing executive support and assistance to Bio-regional Recreational Fisheries Management Meetings with a preparedness to travel to regional centers.
- Coordinating advice from the bio-regions to the Recfishwest Board on recreational fisheries management, Marine Park planning and natural resource management.
- Assist in the administration of the Recfishwest office as part of a small flexible team.
- Identifying opportunities and developing projects involving education, extension and research proposals for regional areas.
- Assisting with the coordination and or running of regionally based extension and education programs, public meetings or special projects.

Selection criteria

ESSENTIAL

- Excellent interpersonal skills.
- Demonstrated ability to work within a small team.
- Demonstrated ability in written and verbal communication and negotiation skills.
- Knowledge and understanding of the principles and applications of natural resource management.
- Demonstrated initiative and self-motivation with the ability to exercise discretion.
- Demonstrated time management skills and ability to work independently.
- An appropriate tertiary qualification.

DESIRABLE

- Experience and/or training in fisheries management.
- Experience in project and/or financial management.

Applications addressing the selection criteria may be posted to;
Recfishwest
PO Box 34
North Beach WA 6920

OR

Emailed to:
recfish@recfishwest.org.au

Contact Kane Moyle, Principal Policy Officer on 9246 3366 or
kane@recfishwest.org.au for any other queries.