

# Role Description

## Boating Education Officer



Transport  
for NSW

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Greater Sydney / NSW Maritime
Classification/Grade/Band	MA5A
Role Number	Various
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	October 2021
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we are delivering a [large infrastructure program](#) – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive, and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

The role is responsible for contributing to the education of the boating community on matters of safe boating, boating legislation and on-water activities including communicating with the boating public, at boat ramps, in schools and community centres as well as other areas attended by boat operators, passengers or others interested in boating, including boat shows and events.

### Key accountabilities

- Represent NSW Maritime at key boating locations including waterway access points and at community events such as field days and boat shows to contribute to communication and education initiatives.
- Identify opportunities to educate the boating community and support the development and implementation of Boating Safety Education plans in consultation with other relevant branches in the Division.
- Identify boating safety issues that require further review, monitoring or consideration and report to relevant managers within TfNSW

- Represent TfNSW at a regional level and communicate information and advice to a diverse range of the boating public and general community to improve the standard of boating safety and adherence to legislation.
- Facilitate and conduct presentations and information sessions aimed at educating the boating community including Boating Safety Courses.
- Assist with compliance campaigns, management of aquatic activities, audits and incident management to support on-water and other staff.
- Maintain records and logs of activities undertaken and education programs delivered or participated in with reference to recipients, various interest groups and outcomes.
- Role model, promote and actively demonstrate the [five ways of leading](#) behaviours to deliver organisational outcomes for our customers, our people and communities for the Greater Good

## Key challenges

- Influencing behaviour of the boating community through education, encouragement and sound advice to ensure awareness of, and compliance with the relevant regulations and government focus including the wearing of lifejackets.
- Building and maintaining working relationships within commercial and recreational boating networks to influence and provide a point of contact in relation to boating safety, waterway management and the protection of the environment.

## Key relationships

Who	Why
<b>Internal</b>	
Relevant reporting line manager	<ul style="list-style-type: none"> <li>• Guidance and direction and organisational objectives</li> <li>• Determine priorities</li> <li>• Escalate complex issues and problems</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Provide guidance and direction in relation to organisational objectives and educational strategies</li> <li>• Collaborate to identify education opportunities</li> <li>• Share and receive information</li> </ul>
Boating Safety Officers	<ul style="list-style-type: none"> <li>• Collaborate to identify education opportunities</li> <li>• Share and receive information</li> </ul>
<b>External</b>	
Stakeholders, community groups, customers, boating clubs, schools and retail outlets.	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships</li> </ul>

## Role dimensions

### Decision making

The role is accountable for the delivery of assigned work and determining day to day priorities and actions to be undertaken, including establishing operational priorities in consultation with the manager.

The role defers to the Manager on complex issues of a technical, legislative or political nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

### Reporting line

The role accounts and reports the relevant reporting line manager

### Direct reports

Nil

### Budget/Expenditure

As per the approved TfNSW Financial Delegations

### Key knowledge and experience

- Sound knowledge and understanding of the marine legislation relating to recreational boating in NSW and on water experience.
- Demonstrate ability to plan and conduct community education/presentations.

### Essential Requirements

- Hold a current motor vehicle driver’s licence.
- Hold a current NSW Boating Licence or capacity to obtain prior to appointment.
- Hold a current a Senior First Aid Certificate or ability to obtain within 3 months.

### Capabilities for the role

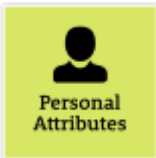
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> </ul>	Intermediate



### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Seek feedback from colleagues and stakeholders
- Stay motivated when tasks become difficult
- Focus on key points and speak in plain English Intermediate
- Clearly explain and present ideas and arguments
- Listen to others to gain an understanding and ask appropriate, respectful questions
- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek clarification when unsure of work tasks Foundational
- Complete own work tasks under guidance within set budgets, timeframes and standards
- Take the initiative to progress own work
- Identify resources needed to complete allocated work tasks



### Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Display familiarity and confidence when applying technology used in role Foundational
- Comply with records, communication and document control policies
- Comply with policies on the acceptable use of technology, including cyber security




## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational

 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational