

Ships Master

STATEMENT OF DUTIES

JANUARY 2017

Number	953273
Portfolio	Schools and Early Years
Branch	Learning Service South
Section/Unit/School	Woodbridge School and Marine Discovery Centre
Supervisor	School Business Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Master of the RV Penghana which involves oversight of the vessel and associated maintenance and supply procedures. To provide technical advice on aspects of marine ecology and associated maritime procedures, and assist in the instruction of students as required.

Level of Responsibility/Direction and Supervision

Responsible for the safe and effective operation of the RV Penghana and its maintenance requirements. Responsible for up to 30 persons when at sea.

The occupant operates under general direction and supervision by the supervisor. When at sea the Master has overall responsibility for all activities on the vessel.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and

reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Skipper the RV Penghana as required in accordance with Australian maritime laws and standards.
2. Supervise the safety of the crew, passengers and vessel.
3. Lead the annual slipping and survey to survey requirements.
4. Maintain vessel log books on a daily basis and associated inventories.
5. Advise teachers and students on RV Penghana's attributes and equipment, and boating and safety procedures.
6. Oversight the bunkering and supply of equipment for the vessel.
7. Assist in the maintenance of all plant and equipment held by the Centre in consultation with the supervisor.
8. Make, interpret and apply weather observations.
9. Undertake minor maintenance tasks for the Centre in consultation with or as directed by the supervisor.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
11. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Proven experience as a Master of a research or fishing vessel, including extensive knowledge of marine navigation and safety legislation.
 2. Sound knowledge of shipboard safety and emergency practices and procedures, and the ability to communicate these to students of all ages.
 3. Highly developed interpersonal and communication skills, and the ability to interact effectively with both teachers and students of all ages.
 4. Practical knowledge and understanding of meteorological data, weather forecasting and interpretation.
 5. Sound knowledge and skills in relation to maintenance of research or fishing vessels and associated machinery.
 6. Personal skills of initiative, innovation, self-motivation and the capacity to work well in a team environment with minimal supervision.
 7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Valid Master's Certificate of Competency at Class V (Master <24m Near Coastal). Engine Drivers Certificate MED3 or better.

Desirable

- Bronze Medallion. Senior First Aid Certificate. Diving qualification.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Strategic Recruitment and Payroll
Operations
Request:
Date Duties and Selection Criteria Last Reviewed: 04/23 RLG
