

PIRFLM4.09C – Administer PIRFO information processes

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

Observer program managers administer national and regional IMS to manage the observer program and interpret, evaluate and analyse information provided from the IMS. The manager will also be expected to provide guidance to observer program personnel on providing correct information, keep abreast of IMS changes and provide input into IMS improvement.

Elements

Performance criteria

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| 1. Administer input of data | 1.1 Administer the input of PIRFO program management data such as personal details, travel arrangements and payments into the organisation's Information Management System
1.2 Ensure data gathered by PIRFO personnel for fisheries management purposes is inputted into the appropriate IMS |
| 2. Administer data flow | 2.1 Verify that all required data is complete and submitted in a timely manner
2.2 Ensure information is disseminated according to PIRFO program protocols
2.3 Follow approved data quality control processes |
| 3. Interpret and analyse data | 3.1 Retrieve relevant data and summaries for PIRFO program management and reporting
3.2 Interpret relevant data and summaries to evaluate PIRFO program and personnel performance
3.3 Analyse information to identify and report relevant trends and developments |
| 4. Maintain currency | 4.1 Participate in PIRFO forums on information system processes, changes and issues
4.2 Prepare PIRFO personnel to work with new technology, processes and information system changes |

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- National observer program IMS
- Regional observer program IMS
- PIRFO program protocols for information dissemination and quality control

Required skills

The essential skills a person needs to perform work to the required standard include:

- Technological skills to work with national and regional IMS
- Interpretation and evaluation skills of available information from IMS
- Analytical skills to identify and report trends and developments in the PIRFO program
- Capacity building skills to train staff to provide correct information for IMS
- Provisions of effective input into forums to improve/further develop IMS.

Literacy skills used to:

- Read, interpret and evaluate available information
- Present information in ways that are appropriate to the PIRFO team.

Critical aspects of competence

Assessment must confirm the ability to:

- Effectively use observer program national and regional IMS
- Interpret, evaluate and analyse available information
- Recognise IMS shortcomings and provide input into IMS improvements.

Assessment must confirm knowledge of:

- IMS used in the WCPO fisheries
- PIRFO protocols for using IMS

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted in a simulated environment so that the candidate is using IMS compatible with WCPO observer program operations.

If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when administering IMS in PIRFO program operations, should be analysed.

Method of assessment

The following assessment methods are suggested:

- Demonstration of techniques in working with observer program IMS including interpreting, evaluating and analysing data produced
- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job IMS administration
- Oral or written questioning to assess knowledge of current information systems and future information system needs
- Review of documentation analysing information trends and developments
- Analysis of responses to case studies and scenarios
- Review of preparation undertaken for observers to work with new technology and information system changes.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:

- Computer hardware and relevant observer program IMS software
- Other appropriate documentation and resources used in administrating observer program
IMS