

PIRFLM4.06C – Plan and manage PIRFO programme operations

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

This unit describes the performance outcomes, skills and knowledge required to manage/coordinate a PIRFO programme according to the organisation's operational policies and procedures and within the person's own level of work responsibilities and area of operation.

Elements

Performance criteria

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| 1. Develop annual PIRFO program work plan | 1.1 Determine operational requirements
1.2 Allocate resources (personnel, equipment, logistics, finances, training) according to operational requirements
1.3 Identify factors effecting the successful implementation of the operational plan and find solutions
1.4 Develop an operational plan and seek endorsement from relevant stakeholders |
| 2. Plan and manage individual PIRFO personnel work placements | 2.1 Identify and align personnel and other resources with operational needs
2.2 Liaise with relevant stakeholders regarding work placements
2.3 Organise logistics (advances, travel, equipment) according to requirements
2.4 Facilitate post-trip PIRFO activities including debriefing, travel and payments |
| 3. Manage data, samples and reports | 3.1 Verify that necessary data, samples and reports have been completed and provided
3.2 Follow agreed data information and sample dissemination protocols
3.3 Keep appropriate records of data movements
3.4 Ensure that information systems are maintained |
| 4. Report on operational activities | 4.1 Ensure critical incidents identified by PIRFO personnel are reported through the appropriate channels in a timely manner
4.2 Access and provide relevant PIRFO programme information to the appropriate person for inclusion in reports as required
4.3 Provide operational reports as required according to organisational policy
4.4 Follow Information Management Systems (IMS) protocols with respect to confidentiality of reports |

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:

- PIRFO policies and protocols
- Fisheries regulations in the WCPO and the treaties that underpin the fisheries in the region
- Fisheries IMS

Required skills

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

- Developing work plans to meet the organisation's PIRFO obligations
- Allocating human resources and logistical support to meet those obligations
- Managing a group of observers, debriefers and support staff to ensure effective pre, at sea and post placement activities and ongoing professional development is undertaken
- Preparing and disseminating data, reports and other relevant information to relevant stakeholders
- Problem solving, risk management and critical incident identification skills

Literacy skills used for:

- Reading regulations, policies & procedures and protocols
- Preparing and evaluating reports

Numeracy skills used for:

- Financial management
- Fisheries IMS data

Critical aspects of competence

Assessment must confirm the ability to:

- Develop and successfully implement observer program work plans
- Manage people both in person and remotely
- Correctly follow PIRFO policies and protocols

Assessment must confirm knowledge of:

- The fisheries in the WCPO and the regulations, policies and protocols that underpin those fisheries
- PIRFO policies & protocols
- Work planning frameworks

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 so as to replicate as closely as possible the tasks and activities that a PIRFO Frontline Manager or Coordinator may undertake in day-to-day 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 undertaking the management of PIRFO program operations, should be analysed.

Method of assessment

The following assessment methods are suggested:

- Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job operational management activities by the candidate
- Review of documentation such as work plans, reports and data gathering
- Role plays undertaking simulated management of PIRFO program operations
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of managing/coordinating PIRFO program operations
- Review of implementation of work plans

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:

- Work plan pro-formas
- Relevant fisheries regulations
- PIRFO policy documents
- Relevant PIRFO program reports