

PIRFLM4.07C – Manage off-site PIRFO personnel

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 supervise PIRFO personnel who perform duties away from the organisation's base, including at-sea and a range of different ports.

Elements

1. Facilitate and support at sea observer activities

Performance criteria

- 1.1 Monitor observer status through regular communications with observer according to prearranged protocols and procedures
- 1.2 Facilitate at-sea vessel transfers of the observer
- 1.3 Track movement of the observer's designated vessel using available tools
- 1.4 Ensure observers agreed personal on-shore arrangements are attended to

2. Facilitate and support remotely located debriefers

- 2.1 Ensure suitable facilities to undertake debriefing has been arranged
- 2.2 Ensure all necessary resources to conduct a debriefing have been made available
- 2.3 Communicate movements of observer to be debriefed
- 2.4 Facilitate linkages with relevant stakeholders involved in observer activities

3. Manage off-site performance

- 3.1 Plan and conduct regular meetings with PIRFO personnel to determine individual progress, identify needs, clarify and solve issues and provide network opportunities
- 3.2 Participate in relevant regional workshops and contribute to identifying and solving PIRFO program off-site issues
- 3.3 Evaluate PIRFO personnel off-site performance against recognised PIRFO protocols and procedures
- 3.4 Address problems in PIRFO personnel off-site work performance through constructive solutions identified with PIRFO personnel

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 & protocols
- Relevant WCPO fishing vessel disembarkation/unloading points and available facilities
- Vessels using observers from the observer manager's program
- Performance management strategies relating to off-site work

Required skills

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

- Monitoring observer status using a range of communication tools
- Communicating with vessel operators to monitor observer movements
- Using available tools to track vessel movements
- Facilitating resources and services in a range of disembarkation/unloading ports
- Managing observer/debriefer off-site work performance and professional development
- Participating in forums to address observer at-sea issues.
- Numeracy skills used to:
 - Determine time differences and vessel schedules
 - Fix vessel positions

Critical aspects of competence

Assessment must confirm the ability to:

- Manage and provide necessary support for observers/debriefers while at sea and at other off-site locations
- Facilitate resources and services away from the organisation's home base.

Assessment must confirm knowledge of:

- WCPO fishery strategies and vessel movements relevant to the manager's program
- Issues that observers and debriefers will encounter away from the home base.

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 when managing off-site PIRFO personnel. 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 off-site PIRFO personnel, 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 the management of off-site personnel
- Review of documentation related to facilitating resources and services off-site
- Role plays undertaking simulated management of off-site PIRFO personnel
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of managing/coordinating PIRFO off-site personnel
- Review of implementation of strategies to manage PIRFO off-site personnel

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:

- Access to tools used to track vessel movements
- Documentation relating to managing off-site personnel
- Performance management proformas