

# Role Description

## Senior Biosecurity Officer

Cluster	Industry
Agency	Local Land Services
Location	Various
Classification/Grade/Band	Advisory and Technical Stream, LLS Grade 5
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	April 2018
Agency Website	<a href="http://www.lls.nsw.gov.au">www.lls.nsw.gov.au</a>

### Agency overview

Local Land Services (LLS) was established in January 2014 to provide quality, customer-focused services to landholders and the community across New South Wales. The organisation brings together the agricultural advice, biosecurity, natural resource management, emergency services and Soil Conservation Service functions previously provided by 28 organisations into a single organisation comprising around 950 staff with a budget of approximately \$225 million.

LLS provides products and services that are strongly focused on meeting local customer needs, combined with the strength of being a single organisation governed by the Local Land Services Board. Eleven local regions, Sustainable Land Management and the Soil Conservation Service are responsible for local delivery. Each local region has a local board which is responsible for the oversight of day-to-day operations and local strategic direction in line with state priorities. The regions vary in geographic and organisational size and are supported by the state operations unit.

The Sustainable Land Management business unit provides regulatory services under the Biodiversity Conservation Act 2017 and the Soil Conservation Service is a commercial entity for environmental consulting and soil conservation services.

### Primary purpose of the role

Undertake program activities and advisory services to contribute to biosecurity for the Region in accordance with the LLS and region strategic plans, and Local Plans, and state and national objectives, supporting the management of animal and plant biosecurity that contribute to safeguarding the NSW economy, environment and community and meet national and state standards and outcomes. Support customers in relation to emergency planning, preparedness, response and recovery.

## Key accountabilities

- Manage the delivery of biosecurity programs and advisory services to implement strategies and plans and ensure biosecurity risks are mitigated at the local level
- Maintain a working knowledge of the legislative and regulatory requirements related to pest animal management to achieve intended outcomes, including compliance with relevant legislation, policies and procedures, and state, region and Local Plans
- Undertake activities in relation to emergency planning, preparedness, response and recovery
- Contribute to the development and implementation of plans and strategies to enhance customer and stakeholder understanding of the animal and plant biosecurity functions of the LLS
- Coordinate and lead operational projects, including animal and plant biosecurity surveillance activities and disease investigations to ensure the rapid identification of new and emerging biosecurity threats, providing recommendations to local management to ensure a timely response
- Undertake project activities that increase the capacity of customers to manage and deal with biosecurity issues
- Deliver compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock and plant traceability meet performance standards
- Undertake monitoring, evaluation, reporting and improvement (MERI) activities, to demonstrate that LLS objectives are met.

## Key challenges

- Implementing effective plans to deal with new and emerging biosecurity issues, given changing industry and community expectations.
- Collaborating and coordinating with customers, stakeholders and investors to implement legislative requirements, policies, procedures and guidelines across a broad range of activities.
- Translating priorities, plans and standards into effective on ground field programs and projects, and balancing role requirements in an environment which is technically complex, often unpredictable, fast moving and where immediate requirements can take precedence over planned activities.

## Key relationships

Who	Why
<b>Internal</b>	
Local Manager	<ul style="list-style-type: none"> <li>• Receive direction and support in the development and implementation of LLS programs and advisory services</li> <li>• Provide advice and contribute to decision making regarding projects and issues</li> <li>• Provide regular updates on projects and priorities, escalating issues and proposing solutions</li> </ul>
Local Team	<ul style="list-style-type: none"> <li>• Work in collaboration to provide programs and advisory services to meet the service delivery needs of the Local Area, meet compliance objectives and deliver plans</li> <li>• Seek information and provide advice with regard to the biosecurity function</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards</li> </ul>
Other function staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication</li> <li>• Collaborate and provide information and advice relevant to the</li> </ul>

Who	Why
	delivery of function programs and advisory services
Other staff	<ul style="list-style-type: none"> <li>Collaborate to achieve LLS and Regional outcomes</li> </ul>
External	
Customers	<ul style="list-style-type: none"> <li>Seek to understand the customer's needs in the implementation of projects and initiatives aligned with LLS outcomes</li> </ul>
Stakeholders and investors	<ul style="list-style-type: none"> <li>Seek data and information and deliver advice and support in partnership to achieve LLS objectives</li> </ul>
Service providers/contractors	<ul style="list-style-type: none"> <li>Coordinate to ensure services are provided in accordance with contract deliverables</li> </ul>

## Role dimensions

### Decision making

- Makes day to day decisions with regard to operational and field support services to manage biosecurity issues

### Reporting line

Local Manager

### Direct reports

The role supervises up to 5 direct reports.

### Budget/Expenditure

Nil

## Essential requirements

- Appropriate qualifications relevant to pesticide application
- Certificate IV in Government Investigations, or ability to successfully complete same
- Capacity to hold a firearms licence and a Statement of Attainment (to Use Firearms to humanely destroy animals AQF AHCVP203A, AHCPMG304) and be appointed as an Authorised Officer under the Biosecurity Act
- Current NSW Class C Driver Licence and the ability and willingness to travel

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>
 People Management	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Prepare accurate documentation to support cost or resource estimates</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>
<b>People Management</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"> <li>Ensure that roles and responsibilities are clearly communicated</li> <li>Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</li> <li>Develop team capability and recognise and develop potential in people</li> <li>Be constructive and build on strengths when giving feedback</li> <li>Identify and act on opportunities to provide coaching and mentoring</li> <li>Recognise performance issues that need to be addressed and work towards resolution of issues</li> </ul>