

# Role Description

## Plant Biosecurity Officer

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Agriculture and Biosecurity / Plant Biosecurity
Location	Orange
Classification/Grade/Band	Professional Officer Grade 1 - 4
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	October 2023 (updated January 2025)
Agency Website	<a href="http://www.dpird.nsw.gov.au">www.dpird.nsw.gov.au</a>

### Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Within the Agriculture and Biosecurity division, Biosecurity & Food Safety branch is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety. It delivers a risk-based approach to policy and compliance and provides regional engagement and coordination in response to emergency incidents and natural disasters impacting primary industries and the food sector.

### Primary purpose of the role

The Plant Biosecurity Officer works within a small team of plant biosecurity experts and contributes to the management and mitigation of plant biosecurity risks to the NSW environment, economy and community. The role supports frontline services managing investigation of community and other stakeholder reports of suspect exotic plant pests, as well as delivery of specific and general plant biosecurity surveillance activities across NSW.

### Key accountabilities

- Co-ordinate investigation, resolution and reporting of suspect exotic plant pest reports through multiple channels including the Emergency Plant Pest (EPP) Hotline and DPIRD online reporting form.
- Prepare and maintain plant biosecurity resources supporting plant pest detection and reporting in NSW

- Support the development and implementation of plant biosecurity surveillance plans and operating procedures
- Participate in plant biosecurity surveillance activities to support early detection and area freedom claims
- Support internal and external reporting processes related to general and specific plant biosecurity surveillance activities
- Train in state and national policies and strategies for responding to emergency plant pest incursions and actively participate in emergency plant pest responses, complying with state and national obligations

## Key challenges

- Working independently as well as part of a team and prioritising tasks effectively
- Assessing and triaging general surveillance reports and meeting expectations associated with public reports and requests for information
- Communicating information clearly, informatively and in a way that the target group can understand.

## Key relationships

Who	Why
<b>Internal</b>	
Leader, Plant Biosecurity Surveillance	<ul style="list-style-type: none"> <li>• Receive guidance and direction on work to be completed, including priorities</li> <li>• Discuss work allocated, providing updates on key issues and progress</li> </ul>
Plant Biosecurity & Product Integrity unit members	<ul style="list-style-type: none"> <li>• Interact and work collaboratively with unit staff to achieve unit objectives and promote its values</li> </ul>
NSW DPIRD staff	<ul style="list-style-type: none"> <li>• Collaborate with other units within NSW DPIRD to ensure EPP reports are investigated and required outcomes achieved</li> </ul>
<b>External</b>	
Local Land Services	<ul style="list-style-type: none"> <li>• Collaborate with Local Land Services officers across NSW to assist with investigations of suspect reports of emergency plant pests</li> </ul>
NSW plant stakeholders – industry and public	<ul style="list-style-type: none"> <li>• Engage with plant stakeholders across NSW to achieve successful outcomes for emergency plant pest reports and investigations.</li> </ul>

## Role dimensions

### Decision making

The role has a moderate level of autonomy and requires the coordination of activities involving external and internal stakeholders to achieve successful resolution of EPP reports. Supporting this will be collaborating and engaging the appropriate stakeholders across government, industry and the public to achieve successful outcomes.

The position will work closely with the Leader, Plant Biosecurity Surveillance.

## Reporting line

Leader, Plant Biosecurity Surveillance

## Direct reports

Nil

## Budget/Expenditure

Nil

## Key knowledge and experience

- Demonstrated knowledge and understanding of plant and insect biology, plant pests and diseases, and plant production systems.
- Well developed communication and interpersonal skills

## Essential requirements

- Degree qualification in Agricultural Science, Horticultural Science, Science or equivalent.
- Current NSW Driver License

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities



*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviour expected at each level.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<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 help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>Focus on providing a positive customer experience</li> <li>Support a customer-focused culture in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <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>Cooperate across work areas to improve outcomes for customers</li> </ul>	Adept
 Results	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Be proactive in taking responsibility and being 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 own and others' application of these practices</li> <li>Be aware of risks and act on or escalate risks, as appropriate</li> <li>Use financial and other resources responsibly</li> </ul>	Intermediate
 Business Enablers	<b>Project Management</b> Understand and apply effective project planning, coordination and control methods	<ul style="list-style-type: none"> <li>Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documentation and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate possible variances from project plans</li> </ul>	Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <b>Relationships</b>	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate