

# Role Description

## Team Leader Biosecurity

Cluster	Industry
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream LLS Level 7
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	September 2017
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

Leads and coordinates the Biosecurity service delivery functions for the Local Land Service (LLS) in the prevention, preparedness, detection and response activities to invasive species, plant biosecurity, animal diseases and animal welfare in line with state and national objectives to contribute to safeguarding the NSW economy, environment and community and meet national and state standards and outcomes.

### Key accountabilities

- In collaboration with the *Manager, Operations* ensure the objectives of the *NSW Biosecurity Strategy 2013-2021* are met at a regional level through effective delivery of Invasive Species, Plant Health Animal Biosecurity and Welfare and Emergency Response strategic, business and functional plans.

- Lead and manage the Biosecurity function and team to ensure effective and efficient implementation of strategies and plans and to ensure adequate resources are available to respond to biosecurity and emergency responses.
- Develop and implement strategies and plans for engagement with the community and other key stakeholders to effectively market, foster commitment to, and enhance understanding of the biosecurity and welfare functions of the LLS.
- Manage biosecurity project and program budgets and resources, develop and implement work plans and establish and deploy multi-disciplinary project teams to deliver the required outcomes in a timely and cost effective manner and commensurate with priorities and standards to ensure biosecurity risks are mitigated at the local level.
- Manage compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock traceability meet national performance standards.
- Implement state and national plant biosecurity and invasive species programs (NSW Biosecurity Strategy and Invasive Species Plan and related) at a regional and local level.
- Develop and implement animal health, plant biosecurity and invasive species surveillance activities to ensure rapid identification of new and emerging biosecurity threats.
- Research, analyse, provide specialist advice and prepare written materials on specific issues including discussion papers, reports, briefing notes and media releases and articles.

## Key challenges

- Building a strong Biosecurity team in a values based, results driven culture of positive customer focus and implementing innovative and strategic policies to deal with new and emerging biosecurity issues given the fluid nature of industry and community expectations.
- Managing strong partnerships with external organisations and varied clients in an operating environment that is constantly changing and maintaining alignment between LLS activity and the Government's broader policies affecting NSW primary industries given that the Government's agenda may conflict with industry priorities.
- Implementing innovative and strategic policies, procedures and guidelines to deal with new and emerging biosecurity issues given the fluid nature of industry and community expectations and coordinating activities during emergency management responses in a stressful and rapidly changing environment.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide specialist advice and support in the development and implementation of projects and activities to deal with biosecurity activities.</li> <li>• Deliver information and advice to address biosecurity issues.</li> </ul>
Other team members	<ul style="list-style-type: none"> <li>• Provide specialist advice and support in the development and implementation of projects and activities to deal with biosecurity activities.</li> <li>• Deliver information and advice to address biosecurity issues.</li> </ul>

Who	Why
<b>External</b>	
Stakeholders/clients	<ul style="list-style-type: none"> <li>Provide information and direction in responding to threats and emergencies that impact on communities at a regional and local level.</li> </ul>

## Role dimensions

### Decision making

Together with the supervisor they are responsible for making daily decisions in order to meet the requirements of the role.

### Reporting line

Manager, Operations

### Budget/Expenditure

District Veterinarian Senior Biosecurity Officer

## Essential requirements

- Tertiary qualifications in a discipline relevant to the primary industries portfolio or equivalent experience in leadership and management of services to primary industries, emergency management or the natural resources sector
- Current NSW Manual Driver Licence and the ability and willingness to travel
- Ability and willingness to undergo police and health assessments prior to employment






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

### 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>	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
Act with Integrity		

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Advanced	<ul style="list-style-type: none"> <li>Promote a culture of quality customer service in the organisation</li> <li>Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>Promote and manage alliances within the organisation and across the public, private and community sectors</li> <li>Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>Identify and incorporate the interests and needs of customers in business process design</li> <li>Ensure that the organisation's systems, processes, policies and programs respond to customer needs</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	Advanced	<ul style="list-style-type: none"> <li>Drive a culture of achievement and acknowledge input of others</li> <li>Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>Control output of business unit to ensure government outcomes are achieved within budget</li> <li>Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Assess work outcomes and identify and share learnings to inform future actions</li> <li>Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>Exercise delegations responsibly</li> <li>Understand and apply high standards of financial probity with public monies and other resources</li> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key</li> </ul>

Group and Capability	Level	Behavioural Indicators
		project goals, and define monitoring, reporting and communication requirements <ul style="list-style-type: none"> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>• Negotiate clear performance standards and monitor progress</li> <li>• Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>• Provide regular constructive feedback to build on strengths and achieve results</li> <li>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>• Monitor and report on performance of team in line with established performance development frameworks</li> </ul>
<b>People Management</b> Inspire Direction and Purpose	Adept	<ul style="list-style-type: none"> <li>• Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation</li> <li>• Translate broad goals into operational needs and explain the links for the team</li> <li>• Link team performance goals to team/unit goals to ensure implementation of government policy</li> <li>• Ensure team objectives and outcomes lead to implementation of government policy</li> <li>• Recognise and acknowledge high individual/team performance</li> </ul>