

# Role Description

## Team Leader Animal Biosecurity and Welfare



Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	District Veterinarian Stream, LLS Grade 8
Role Family	Regulation & Compliance
ANZSCO Code	234511
PCAT Code	1119192
Date of Approval	April 2018 (updated June 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Service.

### Primary purpose of the role

Leads and coordinates a team of specialists in the delivery of Animal Biosecurity and Welfare functions for the Local Land Service (LLS) in the prevention, preparedness, detection and response activities to 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 and Team Leader, Invasive Species & Plant Health, ensure the objectives of the NSW Biosecurity Strategy 2013-2021 are met at a regional level through effective delivery of Animal Biosecurity and Welfare and Emergency Response strategic, business and functional plans
- Lead the LLS Animal Biosecurity and Welfare function and team to ensure effective and efficient implementation of strategies and plans
- 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 animal biosecurity and welfare functions of the LLS

- Lead animal biosecurity and welfare 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
- Implement state and national animal biosecurity and welfare programs (NSW Biosecurity Strategy and Animal Biosecurity and Welfare Strategic Plan and Business Plan) at a regional and local level and with Biosecurity NSW (DPI) and LLS clients, priority field animal biosecurity and animal welfare activities to deliver outcomes which protect the economy, the environment and the community of NSW
- Lead compliance and enforcement programs to ensure legislated biosecurity obligations including pest and disease management and livestock traceability meet national performance standards
- Develop and manage animal biosecurity surveillance activities to ensure rapid identification of new and emerging biosecurity threats and undertake disease investigations in all species as directed by the NSW Chief Veterinary Officer to ensure timely response to biosecurity threats
- Research, analyse, provide expert advice and prepare written material on specific issues including, discussion papers, reports, briefing notes and media releases and articles

## Key challenges

- Building a strong Animal Biosecurity and Welfare team in a values based, results driven culture of positive customer focus and implementing innovative and strategic policies to deal with new and emerging animal biosecurity and welfare issues given the fluid nature of industry and community expectations
- Leading 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
- Keeping up to date with professional, technological and environmental developments to ensure the delivery of the most timely, low risk and effective programs and responses and translating priorities, plans and standards into effective procedures and guidelines and on ground, field programs and projects to meet LLS objectives
- Providing leadership in the delivery of integrated services in a complex team and business environment

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide advice and support in the development and implementation of projects and activities to deal with animal biosecurity and welfare activities</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Deliver information and advice to address animal biosecurity and welfare issues</li> </ul>
<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 Biosecurity and Emergency Services

### Direct reports

- District Veterinarian
- Senior Biosecurity Officer
- Biosecurity Officer
- Biosecurity Support Officer

### Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable delegation

### Essential requirements

- Degree in Veterinary Science registrable in NSW and registration with the NSW Veterinary Surgeons Board
- Tertiary qualifications in a discipline relevant to the primary industries portfolio and/or equivalent experience in leadership and management of services to primary industries or emergency management sector
- Current NSW Driver Licence and the ability and willingness to travel
- Capacity to hold a NSW firearms licence or equivalent, and a Statement of Attainment (to Use Firearms to humanely destroy animals AQF AHCVPT203A, AHCPMG304) and be appointed as an Authorised Officer and Stock Inspector

### 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 behaviours expected at each level.


## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<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>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
 <p>Relationships</p>	<p><b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>• Ensure systems are in place to capture customer service insights to improve services</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 and encourage new ideas and innovative approaches</li> <li>• Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> </ul>	Advanced
	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Results</p>	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> <li>• Drive a culture of achievement and acknowledge input from others</li> <li>• Determine how outcomes will be measured and guide others on evaluation methods</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 business unit output to ensure government outcomes are achieved within budgets</li> <li>• Progress organisational priorities and ensure that resources are acquired and used effectively</li> </ul>	Advanced
	<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>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that own actions and those of 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 own and others' health and safety</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept
 <p>Business Enablers</p>	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>	Adept


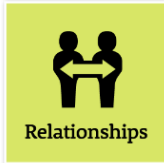
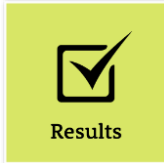


## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>People Management</p>	<b>Manage and Develop People</b> Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> <li>Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes</li> <li>Adjust performance development processes to meet the diverse abilities and needs of individuals and teams</li> <li>Develop work plans that consider capability, strengths and opportunities for development</li> <li>Be aware of the influences of bias when managing team members</li> <li>Seek feedback on own management capabilities and develop strategies to address any gaps</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 team performance in line with established performance development frameworks</li> </ul>	Adept
	<b>Inspire Direction and Purpose</b> Communicate goals, priorities and vision, and recognise achievements	<ul style="list-style-type: none"> <li>Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders</li> <li>Translate broad organisational strategy and goals into tangible team goals and explain the links for the team</li> <li>Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders</li> <li>Work to remove barriers to achieving goals</li> </ul>	Adept

## 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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

