|  |  |
| --- | --- |
| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI / Biosecurity and Food Safety / Animal Biosecurity  |
| **Location** | Negotiable |
| **Classification/Grade/Band** | Professional Officer Grade 1 - 4 |
| **Job Family** | Adapted / Policy / Delivery |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | November 2019 |
| **Agency Website** | www.dpi.nsw.gov.au |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible 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.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, the Biosecurity & Food Safety Division 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

Undertake a range of research, analysis, reporting and project activities to develop and implement contemporary evidence-based strategic animal biosecurity policies and deliver outcomes. The role liaises extensively with other Branches within DPI and with stakeholders in other state government agencies and industry.

Key accountabilities

* Provide timely, relevant technical analysis and advice to animal biosecurity and public health policy projects including evidence collation and analysis, options and solution development, evaluation of outcomes and internal consultation
* Provide technical, policy and project support for the Team Leader and Senior Veterinary Policy and Project Officer, including provision of functions involving cross-government stakeholder engagement and project coordination
* Maintain awareness of animal health, welfare and biosecurity related issues across the State and nationally including approaches of other jurisdictions
* Maintain an effective and efficient administrative and reporting processes and systems for providing information that is timely and accurate into the reporting cycle
* Prepare a range of project or policy related documents including briefs, reports, status updates and discussion papers
* Maintain links with stakeholders on animal biosecurity operational, diagnostic and research issues, policy and standards development and use of legislation
* Support Team Leader and Senior Veterinary Policy and Project Officer in planning, preparedness and operational responses to animal biosecurity emergencies, liaising with others to deliver a coordinated and effective response during a biosecurity emergency event, including taking part in duty on-call rotation
* Comply with work standards for Extension/Development Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

Key challenges

* Analysing and promoting appropriate animal and welfare biosecurity solutions to address existing and emerging issues in an environment of changing industry and government priorities
* Contributing to the development of policy options and biosecurity solutions and providing clear succinct advice as well as working with and influencing partners (such as Local Land services) to achieve program outcomes

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Team Leader, Policy and Program Animal Biosecurity | * Discuss work progress, escalate issues, advise and keep informed
 |
| Senior Veterinary Policy and Project Officer | * Development and provision of clear timely advice
* Identification, resolution or escalation of issues arising
 |
| DPI staff  | * Maintain regular contact with DPI and LLS staff to exchange information, test ideas, and assist in coordinating policy issues across the organisation
 |
| **External** |  |
| Government agencies  | * Maintain networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice
* Provide technical advice, consult, liaise with and negotiate on animal biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies
 |
| Local Lands Services | * Support the provision of technical advice that supports effective collaboration on biosecurity issues, priorities, projects, obligations and risk mitigation strategies
* Collaborate in delivery of biosecurity priorities
 |
| Livestock producers and community | * Provide advice on animal biosecurity and welfare obligations and risk mitigation strategies
 |
| Industry professionals/Consultants | * Seek/maintain specialist knowledge/advice and keep abreast of best practice in animal biosecurity and welfare risk management
 |
| Private veterinarians and the Australian Veterinary Association | * Provide technical advice, consult, liaise with and negotiate on animal biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies
 |
| Livestock producer representatives including peak bodies and NSW Farmers | * Identify industry needs and expectations and provide technical advice, consult on animal biosecurity and welfare issues and risk management solutions
 |
| Animal Health Australia and Commonwealth | * Contribute to the provision of sound technical advice on the expectations of NSW stakeholders regarding national animal biosecurity and welfare risk management solutions
 |

Role dimensions

## Decision making

* Undertakes day to day tasks independently and develops own priorities in accordance with the work plan and unit work demands
* Identification of relevant evidence and science
* Makes recommendations on policy and project improvement
* Frequent liaison with internal and external stakeholders
* The role involves the exercise of powers conferred to authorised officers under the Biosecurity Act 2015

## Reporting line

Team Leader Policy & Program Animal Biosecurity

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Tertiary qualifications in Veterinary Science, registerable in NSW
* Experience in biosecurity risk management
* Current NSW Driver Licence

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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Intermediate** |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Adept |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Intermediate** |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Adept** |

## 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** |
| **Personal Attributes**Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and follow legislation, rules, policies, guidelines and codes of conductHelp others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conductRecognise and report misconduct, illegal or inappropriate behaviourReport and manage apparent conflicts of interest |
| **Personal Attributes**Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate a high level of personal motivation |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateActively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Commit to Customer Service | Intermediate | Support a culture of quality customer service in the organisationDemonstrate a thorough knowledge of the services provided and relay to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCo-operate across work areas to improve outcomes for customers |
| **Results**Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidenceIdentify issues that may hinder completion of tasks and find appropriate solutionsBe willing to seek out input from others and share own ideas to achieve best outcomesIdentify ways to improve systems or processes which are used by the team/unit |
| **Results**Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about their application by self and othersBe alert to risks that might impact the completion of an activity and escalate these when identifiedUse financial and other resources responsibly |
| **Business Enablers**Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable termsEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsPrepare accurate estimates of costs and resources required for more complex projectsCommunicate the project strategy and its expected benefits to othersMonitor the completion of project milestones against goals and initiate amendments where necessaryEvaluate progress and identify improvements to inform future projects |