Role Description
Aquatic Veterinary Policy and Project Officer

Cluster	Department Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Biosecurity and Food Safety
Location	Negotiable
Classification/Grade/Band	Professional Officer Grade 1 - 4
Job Family	Adapted / Policy / Delivery
ANZSCO Code	224412
PCAT Code	1119192
Date of Approval	May 2021
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 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.

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 support the delivery of projects, policy, standards and procedures in aquatic biosecurity (pest and disease). Implement contemporary evidence based aquatic biosecurity policy to deliver outcomes in support of biosecurity objectives. 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 aquatic biosecurity 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 Aquatics Policy Officer, including provision of functions involving cross-government stakeholder engagement and project coordination
- Maintain awareness of aquatic health, welfare and biosecurity related issues across the State and nationally including approaches of other jurisdictions
- Undertake field based data collection activities, working independently or within a team to ensure sound data supports evidence based policy formulation
- Maintain 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 the Team Leader and Senior Aquatics Policy Officer in planning, preparedness and operational responses to aquatic biosecurity emergencies, liaising with others to deliver a coordinated and effective response during a biosecurity emergency event, including taking part in the 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 aquatic 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 DPI Fisheries) to achieve program outcomes
- Communicating aquatic biosecurity policy positions and programs to stakeholders and community where there may be differing priorities or perspectives

Key relationships

Who	Why
Internal	
Team Leader Aquatic Policy and Programs	• To discuss work progress, escalate issues, advise and keep informed • Provision of clear timely advice
Senior Aquatic Policy & Project Officer	• Development and provision of clear timely advice • Identification, resolution or escalation of issues arising

Who	Why
DPI Fisheries and other divisional staff	• The position maintains regular contact with DPI and LLS staff to exchange information, test ideas, and assist in coordinating policy issues across the organisation • Support provision of accurate technical and policy advice to LLS and other colleagues
External	
Government agencies and stakeholder groups	• 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 aquatic biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies
Local Land Services	• Support the provision of technical advice that supports effective collaboration on biosecurity issues, priorities, projects, obligations and risk mitigation strategies • Partner in delivery of biosecurity priorities
Commercial fisheries and aquaculture, and community	• Support the provision of technical and policy advice on biosecurity obligations and risk mitigations strategies
Private veterinarians and the Australian Veterinary Association	• Provide technical advice, consult, liaise with and negotiate on aquatic biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies
Industry professionals/Consultants	• Seek/maintain specialist knowledge/advice and collaborate on the implementation of organisation strategies, and to keep abreast of best practice in biosecurity risk management
Animal Health Australia and Commonwealth	• Provide technical advice on the expectations of NSW stakeholders and ensure they are considered in the development of 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 to inform biosecurity objectives and project delivery
- 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 Aquatic Policy and Programs

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Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree in Veterinary Science and registered to practice in NSW under the Veterinary Practice Act   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

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

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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 way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write 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 organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-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 evidence

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

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