

# Role Description

## Biosecurity Officer



Local Land  
Services

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable with Region
Classification/Grade/Band	Field Operations Stream, LLS Grade 4
Role Family	Regulation & Compliance
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	August 2019 (updated May 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">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 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.

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

Undertake field and regulatory activities to support programs and advisory services for the management of animal and plant biosecurity, including pest animals and plants that contribute to biosecurity for the Region in accordance with the LLS and region strategic plans, and Local Plans, and state and national objectives.

### Key accountabilities

- Maintain a working knowledge of the legislative and regulatory requirements related to pest animal management
- Contribute to the delivery of programs and advisory services to achieve intended outcomes, compliance with relevant legislation, policies and procedures, and state, region and Local Plans, including assisting with the management of travelling stock reserves (TSR)
- Support surveillance and investigation activities as they relate to animal and plant health and disease control
- Provide feedback and information on projects and field service delivery to assist in monitoring, evaluation, reporting and improvement (MERI) - to demonstrate that LLS objectives are met - and assist in the implementation and management of post response recovery programs
- Liaise with customers and stakeholders to ensure field activities are effective, including supporting customers in relation to emergency planning, preparedness, response and recovery

- Undertake project activities which increase the capacity of customers to manage and deal with biosecurity issues
- Support delivery of compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock and plant traceability meet national performance standards
- Update and maintain records and databases to ensure that all information is accurate and that records are maintained in accordance with relevant policies and procedures

## Key challenges

- Effectively engaging with customers and stakeholders, providing sound advice and applying appropriate regulations as they relate to biosecurity activities
- Maintaining awareness of developments across a broad range of activities
- Balancing role requirements in an environment which is technically complex, often unpredictable, fast moving and where immediate requirements can take precedence over planned activities

## Key relationships

Who	Why
<b>Internal</b>	
Senior Biosecurity Officer/Local Manager (location dependent)	<ul style="list-style-type: none"> <li>• Receive direction and support in the development and implementation of LLS programs and advisory services</li> <li>• Provide advice and contribute to decision making regarding projects and issues</li> <li>• Provide regular updates on projects and priorities, escalating issues and proposing solutions</li> </ul>
Local Team	<ul style="list-style-type: none"> <li>• Work in collaboration to provide programs and advisory services to meet the service delivery needs of the Local Area, meet compliance objectives and deliver plans</li> <li>• Seek information and provide advice with regard to the biosecurity function</li> </ul>
Other function staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication</li> <li>• Collaborate and provide information and advice relevant to the delivery of biosecurity programs and advisory services</li> </ul>
Other staff	<ul style="list-style-type: none"> <li>• Collaborate to achieve LLS and Regional outcomes</li> </ul>
<b>External</b>	
Customers	<ul style="list-style-type: none"> <li>• Seek to understand the customer's needs in the implementation of projects and initiatives aligned with LLS outcomes</li> </ul>
Stakeholders and investors	<ul style="list-style-type: none"> <li>• Seek data and information and deliver advice and support in partnership to achieve LLS objectives</li> </ul>
Service providers	<ul style="list-style-type: none"> <li>• Coordinate to ensure services are provided in accordance with contract deliverables</li> </ul>

## Role dimensions

### Decision making

- Makes day to day decisions with regard to the operational and field support services to manage biosecurity issues

### Reporting line

The role reports to the Senior Biosecurity Officer.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Appropriate qualifications relevant to pesticide application
- Certificate IV in Government Investigations, or ability to successfully complete same
- Capacity to hold a NSW firearms license or equivalent, and a Statement of Attainment (to Use Firearms to humanely destroy animals AQF AHCVPT203A, AHCPMG304) and be appointed as an Authorised Officer under the Biosecurity Act
- Current NSW Class C Driver License and the ability and willingness to travel





## 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	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Foundational
	Technology	Foundational
	<b>Procurement and Contract Management</b>	<b>Intermediate</b>
	Project Management	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> Act with Integrity	Intermediate	<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 follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</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	Intermediate	<ul style="list-style-type: none"> <li>Complete work tasks to agreed budgets, timeframes and standards</li> <li>Take the initiative to progress and deliver own and team/unit work</li> <li>Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be 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 their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> <li>Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management</li> <li>Conduct delegated purchasing activities, complying with prescribed guidelines and procedures</li> <li>Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>