

Role Description

Manager, Biosecurity & Emergency Services

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream LLS Grade 8
Role Family	Regulation & Compliance
ANZSCO Code	139999
PCAT Code	1119192
Date of Approval	March 2015 (updated June 2020)
Agency Website	http://www.lls.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.

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 manages the planning, development and delivery of biosecurity programs and emergency functions for the Local Land Service (LLS) to safeguard the NSW economy, environment and community while meeting national and state standards and outcomes.

Manage Biosecurity staff to provide expert input into the development and implementation of strategic and operational policies, plans and procedures to ensure frontline field delivery and capacity align with the NSW Biosecurity Strategy 2013-2021, the NSW Government's biosecurity objectives as outlined in its NSW 2021 Plan and any other State priority relevant to Biosecurity.

Key accountabilities

- Ensure the objectives of the NSW Biosecurity Strategy 2013-2021 are met through effective delivery of Animal Biosecurity and Welfare, Invasive Species, Plant Health and Emergency Response strategic, business and functional plans.

- Lead and manage the Biosecurity and Emergency Services function, its staff and 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 functions of LLS.
- Manage, monitor and evaluate the effectiveness of the operations of LLS Biosecurity and Emergency functions to deliver on strategic and business plans and report biosecurity outcomes and progress to the local board through the General Manager.
- Develop and oversee an audit program for the biosecurity team including, risk management planning in conjunction with the broader risk management framework of LLS.
- Research and analyse a range of complex information to provide advice to the LLS General Manager, Board and employees and prepare advice and briefings (including ministerial briefings) to support effective management of issues and sound decision making.
- Lead the emergency preparedness and planning program within the LLS region including risk assessments and LLS response plans and promote emergency planning within industry.
- Represent the LLS on regional and local emergency management committees to ensure the interests of LLS clients are considered in planning and response activities.

Key challenges

- Building a strong Biosecurity and Emergency Services team and effectively developing and delivering services to deal with emergency planning and response activities in a complex environment of legislation, policy and government agendas at both NSW and Commonwealth levels.
- Developing and maintaining a collaborative engagement with the community, organisations and key stakeholders and managing strong partnerships with external organisations and clients in operating an environment that is constantly changing and where risks and issues are constantly arising.
- Maintaining alignment with policies affecting NSW primary industries and communities given that the Government's agenda may conflict with industry priorities.
- Providing leadership in the delivery of integrated services in a complex team and business environment.

Key relationships

Who	Why
Internal	
General Manager, Board, Team Leaders, Regional Biosecurity and Emergency Services Managers and staff across the LLS	<ul style="list-style-type: none"> • Provides specialist advice into the planning, development and delivery of regional biosecurity programs and emergency functions. • Manages Biosecurity staff within each region and collaborates with other Manager's Biosecurity and Emergency Services to ensure a consistent approach to Biosecurity and Emergency Management and key risks. • Delivers expert input into the development and implementation of strategic and operational policies, plans and procedures in line with the NSW Biosecurity Strategy 2013-2021 and other state priority relevant to Biosecurity and Emergency Management.
External	
Industry Clients/Stakeholders/ Government agencies	<ul style="list-style-type: none"> • Seeks information and provides specialist advice in the development and implementation of strategies and dealing with issues relating to biosecurity and emergency response activities.

Role dimensions

Decision making

In association with the General Manager, lead and manage the Biosecurity team in the planning, development and delivery of regional biosecurity programs and emergency functions and make decisions that impact on the Region.

Reporting line

General Manager

Direct reports

Team Leader, Animal Biosecurity and Welfare
Team Leader, Invasive Species and Plant Health
District Veterinarian
Senior Biosecurity Officer
Biosecurity Officer
Biosecurity Support Officer

Budget/Expenditure

\$100,000

Essential requirements

1. Tertiary qualifications in a discipline relevant to the management of biosecurity and/or equivalent experience in leadership and management of services in a primary industries or emergency management sector.
2. Well-developed understanding of the impact of biosecurity threats on communities, agriculture and environment including current approaches to biosecurity management and animal welfare and ability to deliver outcomes through strategic and operational planning.
3. Experience in the coordination of emergency management (biosecurity and general) across prevention, preparedness, response and recovery at a management level with a clear understanding of emergency management arrangements in NSW and nationally.
4. Current drivers licence and willingness to travel.

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>Act with Integrity</p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures • Understand the impacts of funding allocations on business planning and budgets • Identify discrepancies or variances in financial and budget reports, and take corrective action • Know when to seek specialist advice and support and establish the relevant relationships • Make decisions and prepare business cases, paying due regard to financial considerations 	Adept






FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> • Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups 	Advanced
	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives 	Advanced
	<p>Inspire Direction and Purpose</p> <p>Communicate goals, priorities and vision, and recognise achievements</p>	<ul style="list-style-type: none"> • Promote a sense of purpose and enable others to understand the links between government policy, organisational goals and public value • Build a shared sense of direction, clarify priorities and goals, and inspire others to achieve these • Work with others to translate strategic direction into operational goals and build a shared understanding of the link between these and core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Instil confidence, and cultivate an attitude of openness and curiosity in tackling future challenges 	Advanced

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	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 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	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 Business Enablers	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	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept