

Role Description

Project Leader - Biosecurity Intelligence Systems



Department of
Primary Industries

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	DPI/ Biosecurity and Food Safety/Animal Traceability and Biosecurity Programs
Location	Orange
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	139999
PCAT Code	1339192
Date of Approval	December 2022
Agency Website	www.regional.nsw.gov.au / www.industry.nsw.gov.au

Agency overview

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

Coordinate and enhance projects for data collection, analysis, intelligence, reporting and monitoring from National Livestock Identification System (NLIS) database and other NSW animal health systems to guide ongoing enhancement of NLIS for Cattle, Sheep and Goats, Pigs, and other species, and other key animal health programs .

Key accountabilities

- Collaborate, identify, and harness opportunities to increase efficiencies, understanding, build capability and enable adoption of digital technologies for the Animal Biosecurity team and NLIS data.

- Manage and support the delivery of digital enhancements, applying contemporary methodologies such as service design to deliver animal biosecurity and NLIS outcomes.
- Apply strategic and creative thinking to maximise business outcomes through innovation, analytics and data-driven decisions.
- Actively engage across the business to embed new ways of working, accelerate digital transformation and drive operational efficiency.
- Advocate best practice management and ensure knowledge sharing to support continuous improvement and development of digital skills across the organisation.
- Collaborate within DPI, broader cluster and external stakeholders to ensure alignment of digital systems and projects.
- Monitor existing, identify and develop regular or new reporting methods for DPI and LLS to , assess and address NLIS compliance activities to guide prioritisation, decision-making and actions.

Key challenges

- Providing clear, insightful analysis and advice to a wide range of non-technical audiences.
- Supporting new ways of thinking and working across the organisation to enable delivery of ambitious digital transformation and business excellence outcomes.
- Maintaining currency in digital technologies and new methodologies.

Key relationships

Who	Why
Internal	
Manager Traceability and Biosecurity Programs	<ul style="list-style-type: none"> • Seek guidance and provide information, reports, recommendations for digital transformation and other activities, request and provide progress reports as required.
Biosecurity Intelligence Support Officer	<ul style="list-style-type: none"> •
DPI Directors, Managers, Veterinary officers and regulatory staff	<ul style="list-style-type: none"> • To seek, provide and verify traceability and intelligence information, to seek advice on biosecurity issues, and provide input in emergency situations.
Policy unit and media unit colleagues	<ul style="list-style-type: none"> • To collaborate with policy staff and provide information and advice on biosecurity intelligence being disseminated to the public.
External	
Local Land Services	<ul style="list-style-type: none"> • To provide biosecurity data and information and engage with LLS so both DPI and LLS can jointly improve traceability implementation and compliance in NSW.

Role dimensions

Decision making

- Make day to day decisions on his/her own work, and on project work involving multi-disciplinary teams, including advice, guidance and feedback.

- Refer to the Manager for decisions that require significant change to project outcomes or timeframes; are likely to escalate or create substantial or contentious precedent; require a higher administrative or financial delegation, or submission to a higher level of management.

Reporting line

Manager Traceability and Biosecurity Programs

Direct reports

There are up to 4-5 direct reports to this role.

Budget/Expenditure

Nil

Essential requirements

- Valid driver's licence

Key knowledge and experience

- Experience in data analytics including supporting software eg. PowerBI
- Experience in identifying and evaluating emerging disruptive trends, analysing potential opportunities, risks and barriers to adoption internally and across primary industries.
- Degree qualification in design thinking, human centred design, service design and/or technology, or equivalent relevant skills.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • 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 and maintain a high level of personal motivation 	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers 	Intermediate

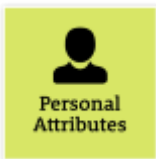
		<ul style="list-style-type: none"> Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers 	
	Work Collaboratively Collaborate with others and value their contribution	<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
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	Adept
	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
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Champion the use of innovative technologies in the workplace 	Advanced





		<ul style="list-style-type: none"> Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies 	
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor and report on team performance in line with established performance development frameworks 	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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate

 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	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