

# Role Description

## Biosecurity Officer

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable within 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 June 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">http://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 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

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 AHCVP203A, 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](#) 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<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 help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being 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 own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> <li>• Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing</li> <li>• Conduct delegated purchasing activities in line with procedures</li> <li>• Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>	Intermediate

## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 <b>Results</b>	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate