

Role Description

Leader Regional Plant Biosecurity



Department of
Primary Industries

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| Cluster | Regional NSW |
| Agency | Department of Regional NSW |
| Division/Branch/Unit | DPI / Biosecurity and Food Safety |
| Location | Orange |
| Classification/Grade/Band | Professional Officer Grade 5 |
| Role Family(<i>internal use only</i>) | Bespoke / Science and Engineering / Lead |
| ANZSCO Code | 234111 |
| PCAT Code | 1119192 |
| Date of Approval | June 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 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

Lead the team of Regional Plant Biosecurity Officers by applying strong technical, scientific and people management skills to build collaboration and partnerships in delivering regional plant biosecurity awareness, surveillance, reporting and adoption of plant biosecurity priorities to support the NSW economy, environment and community.

Key accountabilities

- Lead analysis, strategic planning, project management, and internal and external stakeholder liaison to ensure regionally located plant biosecurity officers are equipped and enabled to effectively deliver their role.

- Understand the use and implementation of biosecurity procedures and practices, particularly in relation to plant biosecurity.
- Contribute to the timely and professional delivery of Plant Biosecurity unit responsibilities.
- Build and maintain strategic and effective relationships with key internal and external stakeholders, industry groups and peak advisory bodies to facilitate the development and delivery of plant biosecurity programs.
- Manage financial and budgetary responsibilities to comply with Departmental requirements, obligations and delegations.
- Promote and maintain a safe work culture by ensuring staff comply with work health and safety procedures and the NSW Department of Industry, Safety and Wellbeing Strategy.

Key challenges

- Developing and supporting a strong team despite staff being dispersed and regionally located.
- Providing technical advice and guidance to staff to deliver awareness and appropriate response to diverse regionally relevant host – pathogen interactions.
- Managing the expectations of a wide range of internal and external stakeholders where there are conflicting priorities and to address varying levels of biosecurity awareness and readiness.

Key relationships

| Who | Why |
|---|---|
| Internal | |
| Director Plant Biosecurity & Product Integrity | <ul style="list-style-type: none"> • Exchange information and provide expert advice |
| Plant Biosecurity & Product Integrity unit Managers and Leaders | <ul style="list-style-type: none"> • Provide advice and support integration and effective delivery of plant biosecurity unit priorities |
| Direct Reports | <ul style="list-style-type: none"> • Provide guidance, manage employees effectively and encourage a positive culture of strong performance, feedback and information exchange • |
| External | |
| Local Land Services and cross agency coordination | <ul style="list-style-type: none"> • Exchange information, negotiate outcomes and coordinate joint programs |

Role dimensions

Decision making

The Leader Regional Plant Biosecurity has the authority to make decisions within the Department's financial and non-financial delegations, without referral to the Director for:

- Regional Plant Biosecurity team activities including developing and implementing operational plans, projects and budgets
- Approving staff work plans

The Leader Regional Plant Biosecurity also assists with the development of strategic alliances in plant biosecurity which may involve the Plant Biosecurity & Product Integrity unit, other units and divisions in Biosecurity Food Safety, Department of Primary Industries and Regional NSW, as well as across agencies and organisations.

Reporting line

Manager Plant Pest and Disease Surveillance

Direct reports

Four Regional Plant Biosecurity Officers report directly to this role. The Regional Plant Biosecurity Officers are located in regional towns in NSW.

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation.

Essential requirements

- Tertiary qualifications in agriculture, plant science, entomology, ecology or other area relevant to plant biosecurity
- Demonstrated application of your technical experience and knowledge to science based decision making
- Strong demonstrated experience in project or program management in a biosecurity related or science based role
- Outstanding performance and success in leadership and empowering a team to deliver against project objectives within allocated timeframes and budget constraints
- Current NSW Driver's Licence with a good driving record 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 |
|--|---|---|----------|
|  <p>Personal Attributes</p> | <p>Act with Integrity 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>Relationships</p> | <p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p> | <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 |
| | <p>Commit to Customer Service 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 |

Work Collaboratively
Collaborate with others and value their contribution

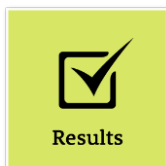
- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept

Influence and Negotiate
Gain consensus and commitment from others, and resolve issues and conflicts

- Influence others with a fair and considered approach and present persuasive counter-arguments
- Work towards mutually beneficial 'win-win' outcomes
- Show sensitivity and understanding in resolving acute and complex conflicts and differences
- Identify key stakeholders and gain their support in advance
- Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced



Deliver Results
Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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

- 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

Adept

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- 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
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Project Management

Understand and apply effective planning, coordination and control methods




- 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
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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 | Intermediate |
|  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 | Adept |
|  Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |