Role Description
Senior Veterinary Policy and Project Officer

Portfolio	**Primary Industries and Regional Development**
Department/Agency	**Department of Primary Industries and Regional Development**
Group/Division/Branch	**DPIRD / Agriculture Biosecurity / Animal Biosecurity**
Classification/Grade/Band	**Professional Officer Grade 5**
Senior executive work level standards	**Not Applicable**
ANZSCO Code	**511112**
PCAT Code	**1119192**
Date of Approval	**16 January 2025**
Agency Website	**www.dpird.nsw.gov.au**

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Within the Agriculture and Biosecurity division, the agriculture branch leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries.

Primary purpose of the role

Lead and manage animal biosecurity projects to develop and implement contemporary evidence-based animal biosecurity and public health (including zoonosis) policy and advice. The role liaises extensively with other branches within DPIRD, Local Land Services and with stakeholders in other state government agencies and industry.

Key accountabilities

- Lead and manage the delivery of animal biosecurity and public health (including zoonosis) projects to deliver against the NSW DPIRD strategic plan and Animal Biosecurity, Welfare and LLS joint business plan.
- Prepare high level briefings, papers, submissions, Ministerial and other correspondence, speeches and reports.

- Represent the Department in state and national policy forums to advise on veterinary, technical and strategic policy issues and obtain feedback.
- Maintain awareness of animal biosecurity and related issues across the state and nationally as well as advances in academic and veterinary thinking on biosecurity and use this to provide veterinary and technical analysis and advice regarding emerging issues and recommended risk mitigations.
- Deliver within the project management framework, robust comprehensive reports and documents, that withstand expert external scrutiny for all recommended policies and proposed intervention measures.
- Maintain links with key partners such as Local Land Services, industry stakeholders, academic institutions and other jurisdictions to ensure DPIRD policy is continuously improving.
- Undertake emergency management training and support the Director and Manager Animal Biosecurity in planning, preparedness and operational responses to animal biosecurity emergencies, liaising with industry and other government organisations to deliver a coordinated, effective response during a biosecurity emergency event.
- Participate in the on-call duty rotation for the Emergency Animal Disease Hotline including business hours and after hours.

Key challenges

- Provision of accurate timely veterinary and technical advice and policy recommendations on a range of complex issues given the need to understand the problem and formulate responses within short-time frames, often without prior notice
- Following rigorous project management and policy development, managing multiple policy issues, implementing and reviewing systems and methodologies

Key relationships

Internal

Who	Why
Manager Animal Biosecurity	• Seek guidance, provide updates and escalate issues
Director Animal Biosecurity Chief Veterinary Officer	• Receive advice and report on progress and seek direction on future objectives • Identify emerging risks and issues, their implications and propose solutions
Animal Biosecurity Team	• Support the team and share information and research
Other staff within DPIRD	• Exchange information, discuss issues and provide input into other policy work across the Department

External

Who	Why
Government agencies	• Develop networks across government to identify and respond to • emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice • Provide technical advice, consult, liaise with and negotiate on animal biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies • Collaborate on the management of significant animal biosecurity and welfare issues

NSW
GOVERNMENT

Local Lands Services	• Provide technical advice that supports effective collaboration on • biosecurity issues, priorities, projects, obligations and risk mitigation strategies • Collaborate in delivery of biosecurity priorities
Livestock producers and community	• Provide advice on animal biosecurity and welfare obligations and risk mitigation strategies
Industry professionals/Consultants	• Seek/maintain specialist knowledge/advice and collaborate on the • implementation of organisation strategies, and to keep abreast of best practice in animal biosecurity and welfare risk management
Private veterinarians and the Australian Veterinary Association	• Provide technical advice, consult, liaise with and negotiate on animal biosecurity and welfare issues, priorities, projects, obligations and risk mitigation strategies
Livestock producer representatives including peak bodies and NSW Farmers	• Identify industry needs and expectations and provide technical advice, consult with and negotiate on animal biosecurity and welfare issues and risk management solutions
Animal Health Australia and Commonwealth	• Provide technical advice on the expectations of NSW stakeholders and ensure they are considered in the development of national animal biosecurity and welfare risk management solutions

Role dimensions

Decision making

Determines policy and technical advice for the project area

Refers critical issues to the Managers Animal Biosecurity, Manager Animal Traceability and Biosecurity Programs and Director Animal Biosecurity / Chief Veterinary Officer

Initiates and maintains communications strategies and networks with internal and external partners and stakeholders

In consultation with LLS and other DPIRD staff, provides content for advice and information in response to questions, or for Ministerial correspondence, briefs, submissions and reports

The role involves the exercise of powers conferred to authorised officers under the Biosecurity Act 2015.

Reporting line

Manager Animal Biosecurity

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

• Experience in biosecurity risk management and policy solution development.

Essential requirements

• Tertiary qualifications in Veterinary Science, registerable in NSW
• Experience in biosecurity risk management
• Current NSW Driver Licence
• Adept at using Microsoft Office apps and electronic record keeping

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.
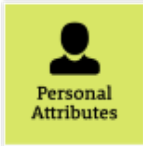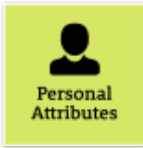
The capabilities are separated into focus capabilities and complementary capabilities

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

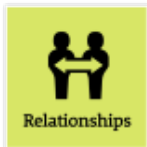| Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally 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
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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
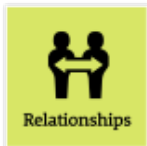
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities 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	• 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

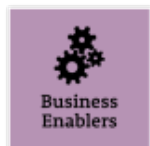| | **Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions | • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
• Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
• Take account of the wider business context when considering options to resolve issues
• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
• Implement systems and processes that are underpinned by high-quality research and analysis
• Look for opportunities to design innovative solutions to meet user needs and service demands
• Evaluate the performance and effectiveness of services, policies and programs against clear criteria | 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
• 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 |

|	**Project Management** Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	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.

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	Advanced
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept

NSW
GOVERNMENT

Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

NSW
GOVERNMENT