Role Description
Director Animal Biosecurity & Chief Veterinary Officer

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	Biosecurity & Food Safety
Location	Orange or other location by negotiation
Classification/Grade/Band	Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Regulatory/Compliance
Role Number	51049340
ANZSCO Code	139912
PCAT Code	3119192
Date of Approval	April 2023 (updated from December 2017)
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

Provide high level strategic direction and leadership to animal biosecurity programs that reduce the impact of pests, diseases and residues on the NSW economy, environment or community and protect the welfare of animals.

As the Chief Veterinary Officer for the State of NSW, this role provides strategic and scientific leadership in state wide and national responses to animal pest and disease incursions.

Key accountabilities

- Drive the achievement of organisational goals and objectives within budget and in compliance with service delivery standards through effective planning, managing performance and motivating people.
- Build and maintain a wide knowledge and understanding of the technical dimensions of animal health and provide national leadership in the development of animal pest and disease prevention and management programs that protect industry productivity and access to markets.
- As the NSW Chief Veterinary Officer, exercise overall accountability for the scientific strategies applied in response to emergency animal disease outbreaks and provide the Executive and Minister's Office with highly strategic briefings on the potential impact of the response on the NSW economy.
- Anticipate domestic and international threats and opportunities and provide the Executive and Minister's Office with highly strategic briefings on current and developing animal biosecurity and their alignment against Government and stakeholder priorities.
- Represent Primary Industries and Department of Regional NSW at executive state and national forums to promote whole of government positions on animal biosecurity and animal welfare.
- Build strategic level partnerships with industry and other stakeholders to secure their involvement and support in the development and implementation of standards for animal health.

Key challenges

- Balancing government expectations and political drivers with the diverse views and demands of stakeholders, legislative and resource constraints and tensions at the national and international level to produce effective and efficient policy.
- Developing and implementing efficient risk reduction programs that benefit the economy, community and environment, while minimising the regulatory burden on business.
- Utilising contemporary policy development principles and emerging national and international trends in biosecurity to provide innovative solutions in an environment of declining resources and increased biosecurity threat.

Key relationships

Who	Why
Ministerial	
Minister and Minister's office	• Provide expert briefings on new and emerging issues, negotiate approaches and preferred outcomes and to report on the performance of government programs.
Internal	
Director General, Deputy Director General	• Promote shared values and alignment of purpose • Ensure an integrated organisational approach to corporate strategy, cross-portfolio initiatives and issues • Collaborate on strategic development and business planning and to monitor organisational performance.
Group Directors & Directors	• Collaborate on strategic development and business planning and to monitor organisational performance. • Provide strategic policy advice and liaise to formulate advice/policy

Who	Why
	• Advise of emerging social, environmental or economic issues and propose solutions.
Staff and work teams	• Inspire and motivate team, provide leadership and clear direction and build manager performance. • Provide information and advice about organisational objectives, policies and procedures and how best to apply these. • Drive effective and efficient service delivery and stakeholder engagement to meet program objectives.
External	
Other NSW government agencies	• Represent the Department in the business of government. • Develop whole of government approaches on key issues, negotiate consistent policies and promote the efficient utilisation of resources. • Mitigate risk of duplication and increased red tape
Other jurisdictions	• Represent NSW policies and interests at a national level and to promote, support and coordinate activities. • Negotiate high level agreements on harmonised operations and resource sharing between states.
Industry and other stakeholders	• Maintain networks and partnerships; present and test policy proposals; build ownership and capacity; and to better understand different perspectives on critical issues.

Role dimensions

Decision making

- Operates with a high level of autonomy to develop programs, drive the delivery of services and to change priorities within approved business plans.
- Human, financial and physical resources under the control of the Director can be re-allocated without referral.
- Plans, leads and organises the work of teams and manages resources through appropriate application of policies and procurement processes.
- Refers to Deputy Director General only those decisions that involve a significant change to government policy, changes in the organisational structure of the Branch or those which require a higher delegation or approval.

Reporting line

Deputy Director General Biosecurity and Food Safety

Direct reports

This role has up to 10 direct reports

In the event of an emergency disease response, this role is accountable for the technical performance of many hundreds of field staff involved in ground operations.

Budget/Expenditure

Annual net cost of services budget of $7.5 million

Essential requirements

This role includes the statutory function of Chief Veterinary Officer for NSW. As a result, a degree in Veterinary Science is an essential requirement.

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	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Create a culture that encourages and supports openness, persistence and genuine debate around critical issues • Provide clear exposition and argument for agreed positions while remaining open to valid suggestions for change • Raise critical issues and make tough decisions • Respond to significant, complex and novel challenges with a high level of resilience and persistence • Consistently use a range of strategies to remain composed and calm and act as a stabilising influence even in the most challenging situations	Highly Advanced

	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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience • Ensure systems are in place to capture customer service insights to improve services • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches • Ensure that the organisation's systems, processes, policies and programs respond to customer needs	Advanced
	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

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|			
Results	**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
Results	**Demonstrate Accountability** Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning	Advanced

	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	Advanced
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	• 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
	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	• Champion the organisational vision and strategy, and communicate the way forward • Create a culture of confidence and trust in the future direction • Generate enthusiasm and commitment to goals and cascade understanding throughout the organisation • Communicate the parameters and expectations surrounding organisational strategies • Celebrate organisational success and high performance, and engage in activities to maintain morale	Highly Advanced

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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.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
Personal Attributes	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	Advanced
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Advanced
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
Business Enablers	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
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept