

Role Description

Senior Biosecurity Officer



Local Land
Services

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Various
Classification/Grade/Band	Advisory and Technical Stream, LLS Grade 5
Role Family	Regulation & Compliance
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	April 2018 (updated May 2020)
Agency Website	www.lls.nsw.gov.au

Agency overview

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

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 Services.

Primary purpose of the role

Undertake program activities and advisory services to contribute to biosecurity for the Region in accordance with the LLS and region strategic plans, and Local Plans, and state and national objectives, supporting the management of animal and plant biosecurity that contribute to safeguarding the NSW economy, environment and community and meet national and state standards and outcomes. Support customers in relation to emergency planning, preparedness, response and recovery.

Key accountabilities

- Manage the delivery of biosecurity programs and advisory services to implement strategies and plans and ensure biosecurity risks are mitigated at the local level
- Maintain a working knowledge of the legislative and regulatory requirements related to pest animal management to achieve intended outcomes, including compliance with relevant legislation, policies and procedures, and state, region and Local Plans
- Undertake activities in relation to emergency planning, preparedness, response and recovery
- Contribute to the development and implementation of plans and strategies to enhance customer and stakeholder understanding of the animal and plant biosecurity functions of the LLS
- Coordinate and lead operational projects, including animal and plant biosecurity surveillance activities and disease investigations to ensure the rapid identification of new and emerging biosecurity threats, providing recommendations to local management to ensure a timely response

- Undertake project activities that increase the capacity of customers to manage and deal with biosecurity issues
- Deliver compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock and plant traceability meet performance standards
- Undertake monitoring, evaluation, reporting and improvement (MERI) activities, to demonstrate that LLS objectives are met.

Key challenges

- Implementing effective plans to deal with new and emerging biosecurity issues, given changing industry and community expectations.
- Collaborating and coordinating with customers, stakeholders and investors to implement legislative requirements, policies, procedures and guidelines across a broad range of activities.
- Translating priorities, plans and standards into effective on ground field programs and projects, and 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
Internal	
Local Manager	<ul style="list-style-type: none"> • Receive direction and support in the development and implementation of LLS programs and advisory services • Provide advice and contribute to decision making regarding projects and issues • Provide regular updates on projects and priorities, escalating issues and proposing solutions
Local Team	<ul style="list-style-type: none"> • 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 • Seek information and provide advice with regard to the biosecurity function
Direct reports	<ul style="list-style-type: none"> • Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards
Other function staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Collaborate and provide information and advice relevant to the delivery of function programs and advisory services
Other staff	<ul style="list-style-type: none"> • Collaborate to achieve LLS and Regional outcomes
External	
Customers	<ul style="list-style-type: none"> • Seek to understand the customer's needs in the implementation of projects and initiatives aligned with LLS outcomes
Stakeholders and investors	<ul style="list-style-type: none"> • Seek data and information and deliver advice and support in partnership to achieve LLS objectives
Service providers/contractors	<ul style="list-style-type: none"> • Coordinate to ensure services are provided in accordance with contract deliverables

Role dimensions

Decision making

- Makes day to day decisions with regard to operational and field support services to manage biosecurity issues

Reporting line

Local Manager

Direct reports

The role supervises up to 5 direct reports.

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 licence or equivalent, and a Statement of Attainment (to Use Firearms to humanely destroy animals AQF AHCVPT203A, AHCPMG304) and be appointed as an Authorised Officer under the Biosecurity Act
- Current NSW Class C Driver Licence 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
 Personal Attributes	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 • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	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 • 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 	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
 Results			

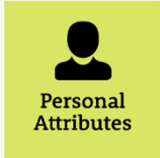
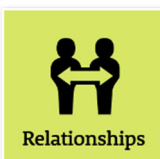
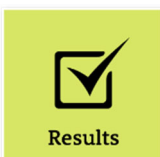
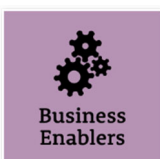
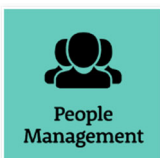
FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve 	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
 Personal Attributes	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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	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	Adept
 Business Enablers	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational