Role Description

Team Leader Biosecurity

|  |  |
| --- | --- |
| **Cluster** | Planning, Industry and Environment |
| **Agency** | Lord Howe Island Board |
| **Division/Branch/Unit** | Environment and Community Services |
| **Location** | Lord Howe Island |
| **Classification/Grade/Band** | LHI Officer Grade 6 |
| **Salary package** | Between $90,140 - $115,187 pa |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1112292 |
| **Date of Approval** | 27 October 2020 |
| **Agency Website** | [www.lhib.nsw.gov.au](http://www.lhib.nsw.gov.au/) |

# Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. “Island” as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball’s Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board is part of the Department of Planning, Industry and Environment cluster, which was formed in 2019. The cluster drives greater levels of integration and efficiency across key areas such as long- term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources of land, water and mining, energy, and growing our industries. There is a strong emphasis on regional NSW.

# Primary purpose of the role

The Team Leader, Biosecurity provides team management and support for the delivery and on-going review of the Lord Howe Island Biosecurity Strategy, Rodent Biosecurity Plan and the North Coast Strategic Pest Animal Management Plan. The role undertakes functions of an Authorised Officer under the NSW Biosecurity Act 2015 and works across the spectrum of Prevention, Preparedness and Incursion Response, reducing biosecurity risks both on the mainland and on Lord Howe Island.

# Key accountabilities

* Maintain and refine the island wide surveillance and monitoring network, following completion of the operational phases of the Lord Howe Island Rodent Eradication Project.
* Lead, develop and support the biosecurity team including the biosecurity detection dog handlers, rangers and if needed incursion response team (which could include volunteers and community).

1 

* Formulate or assist in the formulation of monitoring and incursion plans for pest species.
* Lead multi-species incursion response operations in the event of a biosecurity incursion on Lord Howe Island.
* Ensure strategic deliverables are achieved on time, on budget, to quality standards and within agreed scope, in line with established Board policies.
* Implement effective long-term data management and reporting systems, and undertake research and analysis to assist with identifying emerging issues, including invasive species risks and trends.
* Communicate with key stakeholders, coordinate working groups and committees, and undertake consultations to facilitate the exchange of information and feedback. This includes developing an island- wide education and engagement program which will focus on key local interest groups, and providing an education and awareness for upstream biosecurity stakeholders.
* Ensure compliance with legislation and policies in relation to the importation of any plant or animal material that would present a biosecurity risk to the LHI Group, and the use of hazardous control methods for biosecurity surveillance and incursion response and biosecurity risk management.

# Key challenges

* Securing and managing funding to deliver a range of biosecurity projects within tight deadlines and with limited resources.
* Initiating the incursion response plan quickly and effectively using all available resources.
* Maintaining a communication network with international experts and organisations including leading and training a team of staff, volunteers and contractors to deliver the Strategy with a focus on key remote entry points (such as Port Macquarie, Sydney airport).

# Key relationships

|  |  |
| --- | --- |
| **Who** | **Why** |
| **Internal** |  |
| Manager Environment and Community Services | * Escalate issues and provide regular updates on projects, issues and priorities. |
| Staff and contractors | * Work closely and collaboratively on all aspects of the development and delivery of biosecurity projects |
| **External** |  |
| Stakeholders | * Work closely and collaboratively with stakeholders on education and delivery of biosecurity. |
| Volunteers | * Provide regular feedback and communication to maintain high levels of enthusiasm and motivation |

**Role dimensions**

## Decision making

The position operates under direction from the Manager – Environment and Community Services, although it will have a high level of independence in decision-making and providing advice relating to biosecurity. The role is responsible for the daily decision-making and budget management in relation to implementing the Lord Howe Biosecurity Strategy. The position undertakes functions of an Authorised Officer - under the NSW Biosecurity Act 2015.

## Reporting line

Manager Environment and Community Services

## Direct reports

Up to five reports

## Budget/Expenditure

Annual budgets vary from $150,000 to $1M. The Team Leader Biosecurity has a financial delegation of $25,000.

# Key knowledge and experience

* Tertiary qualification or equivalent experience in environmental science or other relevant discipline.
* Demonstrated experience in biosecurity and monitoring for invasive species both at a strategic and practical level.
* Training or demonstrated experience in Biosecurity (or other) Incident Management or incursion response.
* Proven ability to train and transfer knowledge to staff and team members.
* The successful applicant will undertake the training needed to be an Authorised officer when starting the role.

# Essential requirements

Valid driver’s license

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

|  |  |  |
| --- | --- | --- |
| **NSW Public Sector Capability Framework** | | |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
|  | Act with Integrity | Intermediate |
|  | **Manage Self** | **Intermediate** |
|  | Value Diversity | Foundational |
|  | **Communicate Effectively** | **Adept** |
|  | Commit to Customer Service | Foundational |
|  | Work Collaboratively | Intermediate |
|  | Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Adept** |
|  | **Plan and Prioritise** | **Intermediate** |
|  | Think and Solve Problems | Adept |
|  | Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
|  | Technology | Intermediate |
|  | Procurement and Contract Management | Foundational |
|  | **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
|  | Inspire Direction and Purpose | Intermediate |
|  | Optimise Business Outcomes | Foundational |
|  | Manage Reform and Change | Foundational |



## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

|  |  |  |
| --- | --- | --- |
| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Manage Self | Intermediate | * Adapt existing skills to new situations * Show commitment to achieving work goals * Show awareness of own strengths and areas for growth and develop and apply new skills * Seek feedback from colleagues and stakeholders * Maintain own motivation when tasks become difficult |
| **Relationships**  Communicate Effectively | Adept | * Tailor communication to the audience * Clearly explain complex concepts and arguments to individuals and groups |

|  |  |  |
| --- | --- | --- |
| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
|  |  | * Monitor own and others’ non-verbal cues and adapt where necessary * Create opportunities for others to be heard * Actively listen to others and clarify own understanding * Write fluently in a range of styles and formats |
| **Results**  Deliver Results | Adept | * Take responsibility for delivering on intended outcomes * Make sure team/unit staff understand expected goals and acknowledge success * Identify resource needs and ensure goals are achieved within budget and deadlines * Identify changed priorities and ensure allocation of resources meets new business needs * Ensure financial implications of changed priorities are explicit and budgeted for * Use own expertise and seek others’ expertise to achieve   work outcomes |
| **Results**  Plan and Prioritise | Intermediate | * Understand the team/unit objectives and align operational activities accordingly * Initiate, and develop team goals and plans and use feedback to inform future planning * Respond proactively to changing circumstances and adjust plans and schedules when necessary * Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals * Accommodate and respond with initiative to changing   priorities and operating environments |
| **Business Enablers**  Project Management | Adept | * Prepare clear project proposals and define scope and goals in measurable terms * Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements * Prepare accurate estimates of costs and resources required   for more complex projects   * Communicate the project strategy and its expected benefits to others * Monitor the completion of project milestones against goals and initiate amendments where necessary * Evaluate progress and identify improvements to inform future   projects |
| **People Management**  Manage and Develop People | Adept | * Ensure that roles and responsibilities are clearly communicated * Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks * Develop team capability and recognise and develop potential   in people |

|  |  |  |
| --- | --- | --- |
| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
|  |  | * Be constructive and build on strengths when giving feedback * Identify and act on opportunities to provide coaching and mentoring * Recognise performance issues that need to be addressed   and work towards resolution of issues |