

# Role Description

## Regional Plant Biosecurity Officer



Department of  
Primary Industries

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Biosecurity and Food Safety / Plant Biosecurity and Product Integrity
Location	Queanbeyan, Dubbo, Coffs Harbour or Armidale
Classification/Grade/Band	Professional Officer Grade 1 - 4
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	June 2021
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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

To provide technical, scientific and enabling skills to build regional plant biosecurity awareness, surveillance, reporting and adoption of plant biosecurity priorities to support the NSW economy, environment and community.

The role will involve applying your experience, knowledge and skills in plant pest and disease surveillance and equipping others as you coordinate regional plant biosecurity programs and participate in emergency plant pest responses.

## Key accountabilities

- Collaborate with plant biosecurity stakeholders in regional NSW including plant industries and government agencies.
- Coordinate plant pest and disease awareness, training and surveillance programs.
- Deliver the collection, analysis and reporting of plant biosecurity surveillance data.
- Deliver practical, technical knowledge and tools to address regional plant biosecurity issues in a timely and effective manner and promote the adoption of good biosecurity practices.
- Respond to plant biosecurity incidents and contribute to the operational aspects of biosecurity responses.
- Comply with work standards according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award.

## Key challenges

- Providing technical advice and assessment across regionally relevant host – pathogen interactions and applying your skills and knowledge to recognise potential exotic plant pests early and triage appropriately.
- Managing the expectations of a wide range of internal and external stakeholders where there are conflicting priorities and varying levels of biosecurity awareness and readiness.
- Taking the initiative in work scheduling and delivery while balancing deadlines and competing priorities with accountability and efficiency with minimal direct supervision.

## Key relationships

Who	Why
<b>Internal</b>	
Plant Biosecurity – Leader Regional Plant Biosecurity	<ul style="list-style-type: none"> <li>• Receive direction on work planning and priority tasks.</li> <li>• Provide feedback and regular updates on plant biosecurity awareness and surveillance activities in the region.</li> <li>• Adhere to departmental obligations for line manager reports.</li> </ul>
Regional Plant Biosecurity Officers	<ul style="list-style-type: none"> <li>• Participate together in developing and delivering regional plant biosecurity priorities and activities</li> </ul>
Plant Biosecurity and Product Integrity unit members	<ul style="list-style-type: none"> <li>• Interact and work collaboratively to achieve unit objectives and promote unit values.</li> </ul>
NSW DPI staff	<ul style="list-style-type: none"> <li>• Collaborate with other units within NSW DPI to successfully implement, complete and promote regional plant biosecurity activities.</li> </ul>
<b>External</b>	
Local Land Services	<ul style="list-style-type: none"> <li>• Collaborate with Local Land Services officers to coordinate and successfully implement and complete regional plant biosecurity activities.</li> </ul>
NSW plant stakeholders – industry and public	<ul style="list-style-type: none"> <li>• Engage with plant stakeholders to successfully implement and complete plant biosecurity surveillance and reporting activities.</li> </ul>

## Role dimensions

## Decision making

The role has a moderate level of autonomy to develop and coordinate regionally relevant surveillance and awareness activities which will meet defined requirements including identifying and engaging with appropriate stakeholders and data collection and management to achieve plant biosecurity project outcomes.

The role will report directly to the Leader, Regional Plant Biosecurity but will also work under the guidance of the Leader Plant Biosecurity Surveillance and the Manager Plant Pest and Disease Surveillance in delivering plant biosecurity surveillance priorities, including recommending protocols for plant disease surveillance, documenting technical and procedural requirements for plant biosecurity surveillance programs, collating and reporting data and ensuring accurate surveillance data entry and storage.

## Reporting line

Leader Regional Plant Biosecurity

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Tertiary qualifications in agriculture, plant science, entomology, ecology or other area relevant to plant biosecurity
- Demonstrated understanding of plant biosecurity and plant pest and disease surveillance and response methodologies, with skillful application of your knowledge to practical, collaborative plant biosecurity programmes and responses.
- 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.

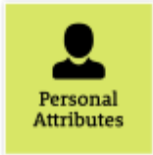
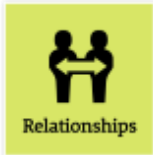
The capabilities are separated into **focus capabilities** and **complementary capabilities**.



## 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>	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 <p>Relationships</p>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>• Ensure systems are in place to capture customer service insights to improve services</li> <li>• Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>• Promote and manage alliances within the organisation and across the public, private and community sectors</li> </ul>	Advanced





		<ul style="list-style-type: none"> <li>• Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>• Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches</li> <li>• Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> </ul>	
	<p><b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances</p> <p><b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate outcomes and adjust future plans accordingly</li> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	<p>Adept</p> <p>Intermediate</p>
	<p><b>Project Management</b> Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> </ul>	<p>Adept</p>

- Evaluate progress and identify improvements to inform future projects

## 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
	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	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational