Role Description
Senior Program and Policy Officer Animal Welfare

Cluster	Regional NSW
Agency	Department of Regional NSW
Group/Division/Branch	DPI / Biosecurity and Food Safety / Animal Welfare
Location	Regional NSW
Classification/Grade/Band	Professional Officer Grade 5
Job Family	Adapted / Policy / Delivery
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	3 December 2020
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 has responsibility 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

Manage and contribute to a range of policy and project areas which deliver targeted, evidence-based animal welfare outcomes, especially across the research, livestock and exhibited animal sectors, and conduct research and analysis of complex issues to help inform decision making relating to NSW's position on animal welfare matters. The role liaises with DPI branches and other government or Industry stakeholders to support the adoption and implementation of programs, plans and policies that protect the animals of NSW, the environment and community, from welfare risks.

Key accountabilities

- Manage the delivery of animal welfare policy and projects including problem identification, evidence collation and analysis, policy option development and consultation, identification of success measures and evaluation strategies, and all related project management aspects to develop targeted, cost-effective, evidence-based policy.
- Provide technical analysis and advice for project areas – including but not limited to research, livestock and exhibited animal areas.
- Prepare briefings, papers, submissions, Ministerial and other correspondence, speeches and reports in relation to the work of the Animal Welfare (AW) Unit and the DPI.
- Manage and maintain stakeholder links with key agencies such as Local Land Services and external stakeholders, academic institutions and other state jurisdictions to ensure continuous improvement of DPI policy.
- Liaise with research, government, university and industry stakeholders to identify emerging issues and recommend solutions to resolve problems or mitigate risks, and advise the AW unit management team as needed.
- Maintain an awareness of animal welfare and related issues, nationally and internationally, approaches of other jurisdictions and advances in academic and veterinary thinking on animal welfare.
- Represent the Department in state policy forums and negotiations, advise on scientific, technical and strategic policy issues and obtain feedback.
- Support the Chief Animal Welfare Officer and Animal Welfare Unit in planning, preparedness and operational responses to animal welfare incidents, liaising with other government and animal welfare organisations to deliver a coordinated, effective response during an animal welfare incident or an emergency response.

Key challenges

- Provision of accurate timely technical advice and policy recommendations on a range of complex issues within short-time frames, often without prior notice
- Developing and maintaining constructive relationships with key stakeholders while exercising important regulatory and educative functions
- Dealing effectively with complex and sensitive issues in an environment where stakeholders have strongly held and often polarised views

Key relationships

Who	Why
Internal	
Team Leader Policy & Programs, Animal Welfare	• Seek guidance, provide updates and escalate issues
Chief Animal Welfare Officer; and the Management team	• Receive advice and report on progress and seek direction on future objectives • Identify emerging risks and issues, their implications and propose solutions

Who	Why
Animal Welfare Team	• Support the team and share information and research
Other staff within DPI	• Exchange information, discuss issues and provide input into other policy work across the Department
External	
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 welfare issues, priorities, projects, obligations and risk mitigation strategies • Collaborate on the management of significant animal welfare issues
Local Lands Services	• Provide technical advice that supports effective collaboration on animal welfare issues, priorities, projects, obligations and risk mitigation strategies • Collaborate in delivery of animal welfare priorities
Industry and community	• Provide advice on animal welfare obligations and risk mitigation strategies • Seek/maintain specialist knowledge/advice and collaborate on the implementation of organisation strategies, and to keep abreast of best practice in animal welfare risk management
Private veterinarians and the Australian Veterinary Association and POCTA Enforcement Agencies	• Provide technical advice, consult, liaise with and negotiate on animal 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 welfare issues and risk management solutions

Role dimensions

Decision making

- Determines policy and project advice, priorities and direction on a wide range of animal welfare issues
- Ensures all documents, reports, ministerial correspondence, project proposals and submissions are completed within required timeframes and to a high standard
- Provides technical and policy advice to CAWO and national committees to inform decision making
- Refers critical issues to the Chief Animal Welfare Officer and / or the Management team
- Initiates and maintains communications strategies and networks with internal and external partners and stakeholders

Reporting line

Team Leader, Policy & Programs Animal Welfare

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in risk management, project management and policy development

Essential requirements

- Tertiary qualifications in Veterinary Science or other relevant animal science degree
- Current NSW 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	• 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	Adept

		and inappropriate behaviour	
	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
Relationships	**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
Results	**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	Advanced

		• 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	
	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
Business Enablers	**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.

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	Advanced
	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
	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
	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
	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	Intermediate