

Role Description

Biosecurity Support Officer



Local Land
Services

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|---------------------------|------------------------------------------------------------|
| Cluster | Department of Regional NSW |
| Agency | Local Land Services |
| Location | Negotiable with Region |
| Classification/Grade/Band | Field Operations Stream, LLS Grade 3 |
| Role Family | Regulation & Compliance |
| ANZSCO Code | 311413 |
| PCAT Code | 1119192 |
| Date of Approval | April 2018 (updated June 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 Service.

Primary purpose of the role

Conducts regulatory activities across the Animal Biosecurity and Welfare, Invasive Species, Plant Biosecurity and Emergency Response within the framework of relevant legislation and state and local policies, procedures and operational plans and provides operational frontline, field service delivery in line with business plans.

Key accountabilities

- Assist the Biosecurity and Emergency Services function team to ensure the objectives of the NSW Biosecurity Strategy are met at a regional and local level through the delivery of related animal biosecurity and welfare, plant biosecurity, invasive species and emergency response business plans
- Implement priority field animal and plant biosecurity activities to deliver outcomes which protect the economy, environment and community of NSW and post response recovery programs
- Contribute to compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock and plant traceability meet national performance standards
- Provide feedback and information on projects and field service delivery and contribute to a team environment of skill and knowledge sharing and skill development amongst employees of the new LLS organisation

Key challenges

- Participating in innovative programs and projects to deal with new and emerging animal and plant biosecurity and welfare and invasive species issues and engaging with a broad range of stakeholders with a wide range of perspectives
- Maintaining knowledge of procedures and guidelines across a broad range of activities to ensure that activities undertaken comply with relevant policy and corporate and LLS priorities and cooperating with staff from multiple agencies during emergency management responses in a stressful and rapidly changing environment
- Delivering an integrated service and balancing role requirements in a team and business environment which is technically complex, often unpredictable and fast moving and where immediate requirements can take precedence over planned activities to ensure the delivery of effective projects

Key relationships

| Who | Why |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal | |
| Senior management and Team Leader | <ul style="list-style-type: none">• Receive guidance and escalate issues |
| LLS staff | <ul style="list-style-type: none">• Work collaboratively with staff to carry out tasks across biosecurity functions in collaboration with animal biosecurity and welfare/invasive species plant health |
| External | |
| Landholders/Local Government/ Government agencies | <ul style="list-style-type: none">• Seek information and data and provide advice to deal with new and emerging animal and plant biosecurity and welfare and invasive species issues. |

Role dimensions

Decision making

Together with the supervisor, responsible for making daily decisions in order to meet the requirements of the role

Reporting line

Team Leader

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Appropriate qualifications and knowledge of pesticide application and guidelines
- Capacity to hold a NSW firearms license or equivalent, and a Statement of Attainment (to Use Firearms to humanely destroy animals AQF AHCVP203A, AHCPMG304)
- 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 | <ul style="list-style-type: none"> Behave in an honest, ethical and professional way Build understanding of ethical behaviour Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation Speak out against misconduct and illegal and inappropriate behaviour Report apparent conflicts of interest | Foundational |
| | Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives | <ul style="list-style-type: none"> Recognise the importance of customer service and understanding customer needs Help customers understand the services that are available Take responsibility for delivering services that meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers Recognise that customer service involves both external and internal customers | Foundational |
| | Work Collaboratively Collaborate with others and value their contribution | <ul style="list-style-type: none"> Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts Respond to others who need clarification or guidance on the job Step in to help others when workloads are high Keep the team and supervisor informed of work tasks Use appropriate approaches, including digital technologies, to share information and collaborate with others | Foundational |
|  Results | 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 |

FOCUS CAPABILITIES


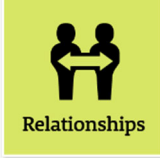
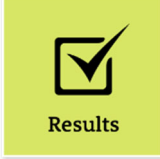

| Capability group/sets | Capability name | Behavioural indicators | Level |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|  Business Enablers | Project Management | | Foundational |
| | Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> Understand project goals, steps to be undertaken and expected outcomes Plan and deliver tasks in line with agreed project milestones and timeframes Check progress against agreed milestones and timeframes, and seek help to overcome barriers Participate in planning and provide feedback on progress and potential improvements to project processes | |
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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.

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 | Foundational |
| | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Foundational |
| | 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 | Foundational |
| | 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 | Foundational |
| | 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 | Foundational |
|  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 | Foundational |