



## Job Description Form (JDF)

### Position details

Position title: Quarantine Inspector (Road Checkpoint)

Position number: 70190788 / 70190789 / 70190790 / 70190791 / 70190792 / 70190793 / 70190794 / 70190795 / 70190796

Classification: Level 2

Physical location: Kununurra

Award: PSA 1992

Agreement: PSGOCSAGA 2019

Pillar: Sustainability and Biosecurity

Directorate: Operations and Compliance

Branch: Quarantine

Section: Checkpoints and Surveillance

### Reporting relationships

Reports to: Supervising Quarantine Inspector (Road Checkpoint) Level 4

**This position**

Direct reports: Nil

### Role summary

Under supervision, undertakes inspections and certification activities to ensure compliance with relevant legislation.

### About us

The Department of Primary Industries and Regional Development's (Department) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do.
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact.
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly.
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Quarantine Inspection

- Undertakes inspections and certification activities to ensure compliance with relevant legislation.
- Interprets relevant inspection documentation against appropriate legislation.
- Reports contraventions of relevant legislation, assists in the preparation of incident reports for breaches.
- Completes all inspection and certification documentation as per procedures and practices.
- Assists in the preparation of reports and maintains statistics of quarantine operations.
- Assists in the development of strategies and project initiatives to achieve strategies outcomes.
- Participates in working groups as required.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.
- Represents the Department on prosecution matters where required.

### Stakeholder Engagement

- Liaises with stakeholders.

- Builds and maintains relationships with team members
- Shares knowledge and learning with others.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role Specific**

1. Ability to interpret and apply relevant Acts, regulations and protocols.

#### **Core Capabilities**

2. Build effective relationships: Ability to liaise effectively with a diverse range of people.
3. Challenge for Innovation: Ability to suggest solutions for business improvements.
4. Think strategically: Willingness to use initiative and problem solving in seeing set tasks through to completion.
5. Deliver in a changing environment: Ability to prioritise, organise and complete work within set timeframes.
6. Lead and empower: Demonstrated ability to work as an effective team member.

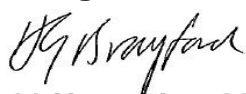
## **Special requirements/equipment**

- Travel within the Perth metropolitan areas, and occasional travel to regional offices may be required.
- An acceptable National Police Certificate (police clearance) is required.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

### **Delegated authority**



11 November 2019

Deputy Director General  
Sustainability and Biosecurity