

Job Description Form (JDF)

Position details

Position title:	Senior Quarantine Inspector (Dog Handler)
Position number:	70190772
Classification:	Level 3
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Quarantine

Reporting relationships

Reports to: Supervising Quarantine Inspector (Detector Dog Unit) (70190768),
Level 5

This position

Direct reports: Nil

Role summary

Undertakes enforcement activities relating to biosecurity and other delegated legislation administered by the Department. Deploys detector dogs in the search environment ensuring their operational capabilities and health, welfare and safety.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

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:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

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

Detector Dog Unit

- Undertakes enforcement activities relating to biosecurity and other delegated legislation administered by the Department with or without Detector Dogs.
- Interprets relevant inspection documentation against appropriate legislation and provides input into operational policies and procedures.
- Completes all inspection and certification documentation as per procedures.
- Ensures the proper management of working dogs, including their health, welfare and safety.
- Ensures the operational capabilities of allocated Detector Dog/s.

- Under direction, ensures that appropriate veterinary care and attention is provided including in house care, veterinary consultations and the use of veterinary specialists.
- Undertakes training with allocated Detector Dog/s.
- Assists in the preparation of reports and maintains statistics of quarantine operations.
- Assists in the development of strategies and initiatives to achieve project outcomes.
- Participates in working groups as required.
- Identifies opportunities and ongoing improvement of processes within a work environment.
- Represents the Department on legal proceedings when required.

Stakeholder Engagement

- Liaises and builds relationships with stakeholders to ensure enforcement requirements are met.
- Builds and maintains relationships with team members.
- Shares knowledge and learning with others.
- Represents the department in meetings as required.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated knowledge and experience interpreting and applying acts, regulations, policies, procedures, guidelines and providing advice in a changing environment.
2. Demonstrated experience and/or knowledge in animal handling, training and/or associated management and welfare of working dogs.

Core capabilities

3. *Build effective relationships*: Demonstrated ability to communicate effectively and succinctly with a diverse range of people at all levels using verbal, written and interpersonal skills.
4. *Challenge for Innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
5. *Think strategically*: Ability to use initiative and problem-solving skills in an enforcement environment.

6. *Deliver in a changing environment:* Well-developed time management and organisational skills including the ability to prioritise and complete tasks to meet targets and deliverables.
7. *Lead and empower:* Demonstrated ability to work collaboratively within a team environment and contribute to the achievement of team goals.

Pre-employment Requirements

- Satisfy departmental psychometric and cognitive testing requirements.

Special requirements/equipment

- Functional Fitness Assessment to ensure mobility standards for operational readiness are met and maintained.
- Satisfy requirements of Detector Dog Handler training by the end of probationary period. (Note: If required, the probation period will be extended to accommodate the availability of training provider/s, assessments, and reviews).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- A current and valid Western Australian "C-A" driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Ability to obtain and maintain security clearance for an Aviation Security Identification Card (ASIC)
- Ability to obtain and maintain authorisation under the *Biosecurity and Agriculture Management Act 2007*.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

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

Delegated authority

Position title: Deputy Director General, Fisheries and Sustainability
Endorsement Date: 17 January 2025