

Job Description Form (JDF)

Position details

Position title:	Senior Biosecurity Compliance Officer
Position number:	70190591
Classification:	Level 4
Physical location:	Perth Metropolitan Area or Bunbury
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Specialist Compliance and Investigations

Reporting relationships

Reports to:	Supervising Biosecurity Compliance Officer (70190590), Level 5
	This position
Direct reports:	Nil

Role summary

Coordinates and undertakes the delivery of effective and efficient compliance activities, investigations, education and community awareness programs relating to biosecurity and other delegated legislation administered by the Department. Mentors and assists staff in compliance activities undertaken in accordance with operational policies, procedures and protocols.

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:

Compliance Activities

- Undertakes investigations relating to breaches of Biosecurity and other delegated legislation administered by the Department.
- Undertakes compliance responses for the Plant Biosecurity, Invasive Species and Environment Biosecurity, Animal Biosecurity, Quarantine, and Incident Response programs.
- Prepares and submits brief of evidence, issues notices and sanctions as required.
- Undertakes interviews for the purpose of evidence collection.

- Provides advice and mentors other team members on the interpretation and application of legislation, and behaviours in conducting field compliance activities.
- Ensures quality control of evidence and court documentation.
- Contributes to the development of operational policy, procedure, and protocol to ensure compliance.
- Contributes to the development of compliance strategies and project initiatives to achieve positive outcomes.
- Participates in working groups as required.
- Represents the Department on prosecution matters where required.
- Identifies opportunities and ongoing improvement of processes, practices & protocols.
- Assists in responding to complaints, briefing notes and requests for information.

Stakeholder Engagement

- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Fosters relationships with stakeholders including other enforcement agencies, industry, and government agencies.
- Represents the Section in meetings as required.

Other

- Participates in the development and delivery of a coordinated DPIRD incident and/or emergency response as and when 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 understanding of relevant legislation, compliance governance framework and/or law enforcement activities and operational procedures.

Core capabilities

2. *Build effective relationships:* Well-developed written, verbal, interpersonal and negotiation skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation:* Well-developed analytical and problem-solving skills, including a demonstrated ability to develop innovative solutions to problems in order to meet organisational objectives.

4. *Think strategically*: Proven ability to interpret and apply legislation and the ability to research issues and make appropriate recommendations.
5. *Deliver in a changing environment*: Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others*: Demonstrated ability to work autonomously, collaboratively and productively as a member of a small team.

Pre-employment Requirements

- Satisfy departmental psychometric and cognitive testing requirements.

Special requirements/equipment

- Certificate qualification in compliance and investigations and/or possession of relevant experience.
- A current Western Australian C or C-A class driver's licence or equivalent is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Travel within the regional and metropolitan area will be essential and occasional travel to other districts may be required.
- Ability and willingness to safely handle livestock and animals or be trained to do so upon commencement.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- 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.
- 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

Position title: Deputy Director General, Fisheries and Sustainability

Endorsement Date: 18 February 2025