

Job Description Form (JDF)

Position details

Position title:	Biosecurity Compliance Coordinator
Position number:	70210109
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Specialist Compliance and Investigations

Reporting relationships

Reports to:	Director Specialist Compliance and Investigations (70190575), Level 8
	This position
Direct reports:	Nil

Role summary

Leads and manages the Department's multidisciplinary Biosecurity Compliance Section. With a strategic and tactical focus, efficiently coordinates all education, awareness, inspection, investigative and operational deployments of resources to achieve effective compliance outcomes across biosecurity compliance portfolios.

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:

Leadership

- Builds capability of teams through debriefing and coaching and develops performance measures to ensure continuous improvement.
- Demonstrates constructive leadership behaviours to create a high-performance culture.
- Promotes and models integrity and appropriate conduct at all times and manages ethical issues in an open and transparent manner.
- Ensures all Section activities comply with relevant legislation, policies and procedures.

- Assumes responsibility for the performance of the Section and the Biosecurity enforcement capabilities of the Department, across aquatic biosecurity, plant biosecurity, invasive species and environmental biosecurity, and animal biosecurity.

Strategic and business planning

- Undertakes strategic and tactical planning for the section.
- Develops and links compliance risk assessments and priorities to operational tasks to deliver safe, effective and efficient outcomes.
- Ensures all operations and activities mitigate risk in accordance with appropriate risk assessments, are carried out to appropriate standards and comply with all relevant legislation.
- Identifies and pre-empts issues that may present challenges and facilitates the resolution of these in order to achieve positive outcomes.
- Monitors the external environment, and uses intelligence sources to identify trends, issues and external drivers to inform and contribute to operational initiatives and capabilities.
- Reviews and challenges existing processes, policies and systems in order to continually improve.
- Leads activities in order to influence positively and contribute effectively to the Departmental strategic effectiveness and efficient use of resources.
- Manages all section human resources, planning, budgeting, facilities, procurement, systems and reporting.
- Develops and maintains comprehensive knowledge of all relevant legislation and ensures the current and future needs of the Department inform any legislative reform or changes through proactive engagement.

Operations capability

- Plans, develops and leads comprehensive Biosecurity compliance programs incorporating enforcement requirements, and coordinates effective sanction outcomes.
- Maintains expert knowledge and skills in leading and managing complex investigations under authorised legislation.
- Ensures the expertise, skills and capabilities of Section staff are developed and harnessed to meet departmental objectives.
- Ensures the outputs of the section maintain focus and align with agreed departmental priorities.
- Promotes and delivers continuous improvement in the conduct of operations driving better practice and innovation in all related activities and methodologies.
- Coordinates compliance sanction outcomes for the Biosecurity Compliance Section.

Relationship Management

- Works collaboratively with other areas of the Directorate and Pillar to enhance capabilities and support operations and adds value by sharing knowledge and presenting options.

- Builds and maintains strong internal and external networks and harnesses these networks to mutual benefit.
- Liaises and manages joint operations with other law enforcement agencies.
- Represents the Department and Directorate at internal and external forums as appropriate.
- Negotiates and liaises with industry, community groups and other government agencies and advises on biosecurity compliance matters.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial knowledge and extensive contemporary experience in leading multidisciplinary compliance programs and teams, preferably within a Biosecurity law enforcement environment.
2. Relevant certificate qualification in compliance and investigations and/or possession of substantial knowledge and contemporary experience in best practice investigative and compliance tools, principles, methodologies and standards.
3. Demonstrated knowledge and contemporary experience in interpreting and operating under relevant legislation, and operating and developing compliance governance frameworks and operational procedures

Core capabilities

4. *Build effective relationships*: Highly developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
5. *Challenge for innovation*: Establishes clear plans and timeframes; evaluates performance and identifies need for change; determines action and focuses on quality whilst seeing tasks and projects through to completion.
6. *Think strategically*: Demonstrated ability to lead complex investigations, including prioritising, interpreting and applying legislation, policy, procedures and guidelines.
7. *Deliver in a changing environment*: Demonstrated well-developed time management skills with the ability to plan, prioritise, deliver outcomes within agreed timeframes and respond effectively to change.
8. *Lead and empower others*: Ability to lead a team of people to deliver quality outcomes.

Desirable criteria

1. Nil

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Are 18 years of age or more at the time of appointment.
- Occasional travel to and from metropolitan and regional offices may be required.
- Possession or willingness to undertake First Aid Certification
- 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.
- 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: 21 April 2026