

Job Description Form (JDF)

Position details

Position title:	Manager Invasive Species Policy
Position number:	70220386
Classification:	Level 7
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Sustainability and Biosecurity
Directorate:	Biosecurity
Branch:	Invasive Species and Environment Biosecurity

Reporting relationships

Reports to: Director Invasive Species and Environment Biosecurity (70191335),
Level 8

This position

Direct reports: 10

Role summary

Manages the development, implementation and review of strategic policy initiatives that support the delivery of Department and Government objectives by influencing the protection of the state's economy, environment and community from invasive pests.

Provides strategic evidence-based advice and support to the Executive and Director General to shape the Department's program for interstate invasive species biosecurity and interstate and international trade development and implementation.

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:

Policy Development and Strategic Advice

- Leads the design, development and coordination of invasive species biosecurity policy initiatives to identify and address priority issues and develops responses and

recommendations that informs policy advice for the Department, Minister and Government.

- Identifies and critically analyses highly complex and politically sensitive interstate invasive species issues affecting policy outcomes to deliver evidence-based decision making and develops policy resolutions.
- Provides high-level strategic policy advice to the Executive, Minister and Government regarding current, evolving or emerging invasive species biosecurity policy issues to facilitate executive decision-making.
- Reviews, analyses and evaluates the effectiveness of key invasive species biosecurity policy initiatives and regulatory amendments and provides recommendations to Executive and the Minister.
- Develops and applies risk management methodologies to assist policy development, resource allocation and strategic planning, as required.

Project Management

- Leads complex projects relating to the State's invasive species issues ensuring conduct of project work, agreed outputs and internal and external reporting requirements.
- Manages relationships essential to coordination and the achievement of project deliverables.
- Manages and participates in project teams as required and take a proactive approach to the achievement of team objectives.
- Provides briefings, reports, advice and recommendations to the executive and other key stakeholders on project delivery.

Stakeholder Engagement

- Develops and manages strong working relationships with internal and external stakeholders and represents the Department in inter-agency committees, taskforces and government and non-government bodies at State and National level.
- Works collaboratively with Managers across the Directorate and Pillars, other Government departments and relevant private sector stakeholders to implement strategic initiatives and to inform, influence and leverage the Department's or whole of government approach where appropriate.
- Provides high level policy advice and support to inter-departmental committees, peak industry groups and National committees to facilitate the achievement of government objectives.

Corporate Responsibilities

- Prepares Ministerial briefing notes, responses to Ministerial and parliamentary questions and other reports, summaries and general correspondence, as required.
- Contributes to the Department's strategic planning activities.
- Establishes, maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Leads and undertakes emergency management functions to support DPIRD incident response demands as and when required.

- Represents the Department as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience leading, facilitating and advising on invasive species biosecurity policy, strategy and initiatives.
2. Substantial experience in complex project management; including the ability to lead, manage, take the initiative, resolve problems, and deliver agreed outcomes within specified timeframes.

Core capabilities

3. *Build effective relationships:* Highly developed and effective written, verbal and interpersonal skills, including the ability to liaise and maintain productive working relationships with internal and external stakeholders.
4. *Challenge for innovation:* Demonstrated ability to develop and deliver innovative and responsive improvements that underpin the Department's strategic objectives.
5. *Think strategically:* Highly developed research and analytical skills with the ability to think creatively and laterally to provide high quality, future focussed results.
6. *Deliver in a changing environment:* Demonstrated high level project management and organisational skills including the ability to plan and coordinate high-level projects in a complex environment.
7. *Lead and empower others:* Highly developed leadership and management skills with demonstrated experience in negotiating, motivating and influencing people

Desirable criteria

1. Degree in Agricultural, Animal or Environmental Sciences or equivalent.

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)
- 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.
- 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, Sustainability and Biosecurity

Endorsement Date: 02 January 2025