

Job Description Form (JDF)

Position details

Position title:	Manager Biosecurity Governance and Regulation
Position number:	70220107
Classification:	Level 7
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Biosecurity and Emergency Management
Directorate:	Biosecurity Governance Strategy and Reform
Branch:	Biosecurity Governance

Reporting relationships

Reports to: Assistant Director Biosecurity Governance (70191185), Level 8

This position

Direct reports: 3

Role summary

Leads the review, development, evaluation and maintenance of regulatory governance for the Biosecurity and Emergency Management Pillar to drive effective and harmonised regional, state and national biosecurity outcomes.

Works at a strategic level to anticipate emerging trends and proactively leads the development and implementation of biosecurity regulatory policies and strategies for the Department.

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:

Strategic Leadership and Management

- Leads the review, development, evaluation and maintenance of regulatory governance for the Biosecurity and Emergency Management pillar.
- Works collaboratively across the pillar to ensure that all cross-pillar needs and impacts are identified and appropriately managed.
- Leads and manages data collection and analysis, monitoring and reporting to inform regulatory governance and policy development and reform (internal and external).

- Contributes to the strategic management of the pillar through development and management of a clear regulatory governance system, and provision of advice and procedures that allow for consistent activities and outcomes.
- Maintains a high level of awareness and understanding of key strategic and operational/tactical issues across the pillar and applies expertise to manage complex problems and recognise opportunities.
- Leads and delivers internal business reform including policy, practice and procedures together with resulting change management.
- Leads and directs employees on agreed performance objectives, delivery of agreed outputs, and attainment of required competencies to deliver high productivity service delivery.
- Maintains and models high standards in the delivery of timely and quality services based on modern and robust systems, processes and staff culture.
- Develops and applies risk management methodologies to assist policy development, resource allocation and strategic planning, as required.
- Manages business planning process and corporate reporting for the area.

Regulatory Management

- Provides regulatory oversight and develops efficient and effective regulatory processes and procedures, including the development and implementation of valid and effective regulatory instruments.
- Develops and implements strategies and tools for the continuous monitoring and evaluation of regulatory governance, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness.
- Delivers timely, relevant and actionable advice to senior stakeholders to facilitate decision-making and position DPIRD to maximise the success of the program and mitigate its risks.
- Maintains professional skills to an appropriate standard and undertake continuous knowledge improvement in the area of regulatory governance.
- Works with the director to address identified non-compliance issues.

Stakeholder Engagement

- Develops and manages strong working relationships with stakeholders and represents DPIRD as required.
- Consults and liaises with operational areas, key stakeholders and industry that are or may be impacted by regulatory policy development. Working collaboratively with managers across the pillar, department, other government departments and relevant private sector stakeholders, implements strategic initiatives to inform, influence and leverage DPIRD's or whole of government approach where appropriate.
- Provides high-level 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 DPIRD's strategic planning and policy development activities.
- Represents the Directorate and/or pillar at stakeholder, inter agency, industry, community and other forums in an appropriate and informed manner as required.
- Leads and participates in the development of emergency response capacity (e.g. people, system, infrastructure, etc.) for this function in a large-scale emergency requiring a coordinated response.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience in strategic planning and effective policy design, development and implementation in a complex environment.
2. Demonstrated experience reviewing, developing, evaluating and maintaining regulatory and governance systems for improved performance and outcomes.
3. Demonstrated strategic leadership experience, leading a cross-functional team.

Core capabilities

4. *Build effective relationships*: Highly developed communication skills including negotiation and facilitation skills; and the ability to develop and maintain effective stakeholder relationships.
5. *Challenge for innovation*: Demonstrated ability to develop and deliver innovative and responsive improvements, which underpin the Department's strategic objectives.
6. *Think strategically*: Highly developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
7. *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 and the ability to lead, manage, take the initiative, and deliver agreed outcomes within specified timeframes.
8. *Lead and empower others*: Highly developed management skills with a focus on providing sound strategic direction and support to achieve outcomes.

Desirable criteria

1. Experience and knowledge of government processes particularly dealing with ministerial, parliamentary and senior government executives.

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, Biosecurity and Emergency Management
Endorsement Date: 28 May 2026