

# Job Description Form (JDF)

## Position details

Position title:	Veterinary Officer (Policy)
Position number:	Various
Classification:	Specified Calling Level 2
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Biosecurity and Emergency Management
Directorate:	Animal Biosecurity and Welfare
Branch:	Various

## Reporting relationships

Reports to:	Various
	<b>This position</b>
Direct reports:	Nil

## Role summary

At an experienced professional level, under general guidance and using independent judgement, contributes to the enhancement and support of the state and national biosecurity status; access to markets; and the maintenance of social licence for the WA livestock and/or aquatic industries by:

- Undertakes the review, development, evaluation and maintenance of key animal health and/or welfare policies and procedures, including provision of input into national animal health and welfare bodies; and
- Advising and liaising on animal health and/or welfare matters.

## 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:

### **Animal Biosecurity**

- As part of Australia's animal health and/or welfare, and market protection and enhancement framework, prepares scientifically based advice on the disease, residue and/or animal welfare status of Western Australia's livestock and aquatic sector.
- Supports preparedness and responses to emergency animal disease, residue and welfare incidents of consequence to the economy and human health, including working in responses and emergencies as required.

### **Project Management**

- Contributes to projects relating to the State's livestock and aquatic industries including conduct of project work, adherence to project milestones, agreed outputs and internal and external reporting requirements.
- Contributes to relationships essential to coordination and achievement of project deliverables.

### **Policy Development & Coordination**

- Contributes to the design, development and coordination of animal health and/or welfare policy initiatives across the department and prepares draft recommendations under general direction.
- Applies risk management methodologies to assist policy development and planning, as required.
- Assists to develop new projects and prepare draft project proposals for relevant funding bodies as appropriate.
- Provides draft animal health and/or welfare policy input for consideration by inter-departmental committees, peak industry groups and national committees to support development of the State's livestock and aquatic industries and the maintenance of social licence.
- Provides advice on provisions of various Acts, regulations and guidelines for animal biosecurity and/or animal welfare regulatory programs.
- Services communication requirements of the Animal Biosecurity program as required.
- Provides information and briefings on animal health, welfare and/or policy to stakeholders as required.

### **Strategic Analysis and Advice**

- Prepares draft advice on livestock industry matters for management liaison with the Minister and other key internal and external stakeholders.
- Contributes to the department's animal health and/or welfare planning activities.
- Analyses and evaluates the effectiveness of key animal health and/or welfare policy initiatives, under general direction.
- Develops and maintains effective working relationships with stakeholders, industry groups and other agencies and organisations.
- Prepares reports and effectively disseminates the results of research in a way that meets client needs.

## General

- Prepares draft Ministerial briefing notes, responses to Ministerial and Parliamentary Questions and other reports, summaries and general correspondence, 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. Ability to contribute to the design and development of animal health and/or welfare policy initiatives across the Department.
2. Experience providing advice on relevant Acts, regulations, policies and guidelines in the areas of biosecurity and welfare.

#### **Core capabilities**

3. *Build effective relationships:* Well-developed verbal, written and interpersonal communication skills, including the ability to confidently liaise, collaborate with and communicate scientific information to departmental staff, industry and the community.
4. *Challenge for innovation:* Ability to establish clear plans and timeframes, evaluate performance, identify the need for change, determine action and see tasks and projects through to completion.
5. *Think strategically:* Well-developed conceptual and analytical skills including the ability to provide practical solutions to challenging issues and problems related to animal health and/or animal welfare.
6. *Deliver in a changing environment:* Well-developed project and time management and organisational skills including the ability to effectively contribute to the management of change and to develop and apply advanced veterinary science techniques to enable the generation of advice for animal biosecurity and welfare.
7. *Lead and empower others:* Lead and empower others: Ability to lead teams and work collaboratively in a team environment contributing to the achievement of team goals.

### **Desirable criteria**

1. Knowledge and understanding of state and national livestock and/or aquatic sectors and associated industries.

## Special requirements/equipment

- A degree in Veterinary Science (obtained from an Australian university or recognised equivalent), and current recognised registration (or able to obtain prior to commencement) with the Veterinary Surgeons Board of Western Australia – registration must be maintained whilst employed by the department.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- 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: 27 May 2026