

JOB DESCRIPTION FORM

Position details

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| Position Title: | Senior Quarantine Inspector |
| Classification / Level: | Level 4 |
| Award/ agreement: | PSGOCSAGA 2017 |
| Position number: | 96000535 |
| Directorate: | Operations and Compliance |
| Pillar: | Sustainability and Biosecurity |
| Physical location: | Eucla Checkpoint |
| Date of effect: | 11 October 2018 |

Reporting relationships

This position reports to: 20120001, Manager, Level 6

Number of positions supervised: 13

About Us

DPIRD is committed to creating enduring prosperity for Western Australians. We do this through three areas of focus:

Protect - to manage and provide for sustainable use of our natural resources, and to protect our brand and reputation as a reliable producer of premium, clean and safe food, products and services.

Grow - to enable the primary industries sector and regions to increase international competitiveness, grow in value and become a key pillar of the State's economy.

Innovate - to support a culture of innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

- We are responsive
- We are resilient
- We focus on results
- We value relationships

Key Responsibilities

Undertakes inspections and associated duties in accordance with the application and enforcement of the Biosecurity and Agriculture Management Act 2007 and other relevant legislation, as necessary. Coordinates leads and supervises the day to day operations of staff at the Quarantine Checkpoint.

Work description

This section outlines the results and outcomes required.

Interstate Quarantine Inspection

- Coordinates, leads and supervises the day to day operations of staff ensuring the inspections of goods and vehicles at the Quarantine Checkpoint are carried out in accordance with the Biosecurity and Agricultural Management Act 2007 and other relevant State Legislation.
- Advises land holders, local authorities and government officers of control techniques and measures.
- Organises security and maintenance of buildings, vehicles, caravans, machinery and equipment.
- Carries out inspections for declared plants and animals and records results.
- Undertakes other inspections, as required, under various Acts and Regulations.
- Provides expert advice and ensures outcomes are achieved and performance indicators are satisfied.
- Prepares reports and maintains statistics of Checkpoint operations, as required.
- Reports contraventions of various Acts and Regulations, prepares recommendations for prosecution and attends court hearings, as required.

Management and Team Development

- Coordinates, directs, monitors and provides leadership for the program to deliver agreed outcomes aligned with the business requirements of the Department.
- Undertakes operational and procedural assessments and projects, assists with the development and review of branch policies and practices and with the implementation of innovative strategies/business plans.
- Develops and maintains effective relationships with relevant staff members, stakeholders, other government and local government agencies and community and

industry groups to maintain a safe efficient operation and high level service at the Checkpoint.

- Develops teamwork amongst staff with a view to maintaining a client focus consistent with the Department's Customer Service Charter.
- Implements performance management system in respect to competency based training and job performance and initiates programs to improve staff performance and development.
- Provides training extension at a higher level to officers, industry and the general public involved in services delivery.

General

- Apply relevant safety procedures/guidelines and equal opportunity principles to performance of work.
- Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct.
- Participates in the Department's performance management process.
- Carries out other duties as required from time to time.

Other Duties

- Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.
- Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and our department's Code of Conduct.
- Other duties as required

Work related requirements

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

Essential Pre-employment Requirements (requirements are verified prior to confirmation of appointment)

Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicants expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicants expense) if not an Australian citizen or permanent resident of Australia.

Valid and current Western Australian C (car) class motor drivers licence, or equivalent is required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

An acceptable National Police Certificate (police clearance), or equivalent is required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

Core Essential Criteria

The successful applicant will have:

1. Demonstrated experience in providing advice, interpreting and applying Acts, regulations, instructions, guidelines, policies and/or procedures. Preference will be given to applicants with qualifications and / or experience in the operational and technical procedures of quarantine and export inspection.
2. Demonstrated workplace communication skills (including but not restricted to well-developed ability to negotiate, facilitation skills, ability to develop relationships and networks, oral and written communication skills, teamwork skills, interpersonal skills and change management).
3. Demonstrated supervision skills and the ability to lead an operational unit in an isolated environment.

Note: Consideration may be given to your alignment to the value sets and needs of the Department, workgroup, customer and community.

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Special equipment/requirements

Personal Computer and relevant soft/hard ware.

Digital camera.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position, and have been approved by the delegated authority.

Signature:  Date: 12 / 10 / 18

Position Title: Deputy Director General