



JOB DESCRIPTION FORM

Position details

Position Title:	Quarantine Inspector
Classification / Level:	Level 2
Award/ agreement:	PSGOCSAGA 2017
Position number:	TBA
Directorate:	Operations and Compliance
Pillar:	Sustainability and Biosecurity
Physical location:	Eucla Checkpoint
Date of effect:	11 October 2018

Reporting relationships

This position reports to: TBA

Number of positions supervised: Nil

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

Under general direction, provides technical support and carries out composite inspections under relevant State legislation, including, (the Plant Diseases Act, Beekeepers Act, Agriculture and Related Resources protection Act, Stock Diseases Act) policies and procedures.

Work description

This section outlines the results and outcomes required.

Quarantine Inspection

- Undertakes inspection of cereals, plant products, plants and animals (and certifies goods and products as required) for export to other States and Territories to ensure compliance with relevant State legislation and guidelines.
- Undertakes inspections of goods, cargo, passenger baggage, mail, vessels, vehicles and aircraft to ensure compliance with relevant State legislation and guidelines.
- Carries out surveillance under relevant State legislation of animals, animal products, plants, plant products, organic material and approved quarantine premises.
- Disposes of all waste quarantine risk material as required.
- Undertakes inspection of goods and animals imported from interstate under provisions of the Plant Disease Act, Stock Disease Act and other State legislation.
- Interprets relevant inspection documentation against appropriate legislation and provides information on policies, procedures and guidelines.
- Reports contravention's of relevant legislation, prepares incident reports for breaches, and makes recommendations under relevant Acts and Regulations, and attend court as required.

Administration

- Provides a responsive administration support ensuring the timely and accurate provision of all administrative requirements, as directed.

- Updates electronic manifest and operation databases.
- Records statistics, issues inspection invoices and carries out related clerical and general administrative duties.
- Drafts and prepares routine and confidential correspondence, as required.
- Maintains and updates procedural and information resources as required.
- Liaises with external stakeholders, clients, Departmental staff and other government departments as necessary.
- Assists with the guidance and training of staff and the general public involved in service 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
- Maintains a client focus consistent with the Department's Customer Service Charter.
- Performs 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

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 applicant's 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 applicant's expense) if not an Australian citizenship or permanent resident of Australia.

Valid and current Western Australian C (car) class motor drivers licence is highly desirable, or equivalent (if not currently held, must be acquired prior to commencement at applicant's 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 applicant's expense).

CORE ESSENTIAL CRITERIA

The Successful applicant will have:

1. Demonstrated ability to provide advice, interpret and apply Acts, Regulations, instructions, guidelines, policies and/or procedures. Preference is given to demonstrated skills and knowledge of quarantine inspection procedures.
2. Demonstrated ability to undertake workplace communication. Attributes include, but are not restricted to, oral and written communication, interpersonal skills, negotiation skills, and the ability to work and contribute to team goals.
3. Demonstrated ability to use computer technology and be able to display appropriate keyboard proficiency.

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

Special equipment/requirements

Enter details if this job requires any special equipment/requirements.

Personal Computer and relevant soft/hard ware.

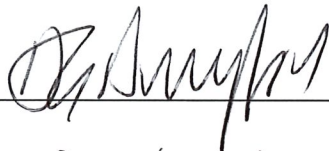
Rapiscan X Ray Machine.(where appropriate).

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