



Job Description Form (JDF)

Position details

Position title: Deputy Chief Plant Biosecurity Officer (Surveillance and Control)
Position number: 70191234
Classification: Specified Calling Level 5
Physical location: South Perth
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Sustainability & Biosecurity
Directorate: Biosecurity
Branch: Plant Biosecurity

Reporting relationships

Reports to: Chief Plant Biosecurity Officer, SCL 6
Direct reports: 4

Role summary

Leads the review, development, evaluation and maintenance of key plant health policy and procedural documents, including Plant Health Committee papers, to enable effective and harmonised state and national plant health outcomes. Enhances and supports access to markets for the WA plant industries.

At a highly recognised professional level, demonstrating exceptionally high levels of independence, initiative and judgement;

- Works closely with the Chief Plant Biosecurity Officer in developing and influencing State and national plant health policies and strategies.
- Provides advice on industry policies and strategies which directly impact on the growth and development of a sustainable and internationally competitive WA plant industries.

- Provides strategic and operational advice on activities to enhance outcomes in relation to plant biosecurity programs including product integrity, border control, surveillance, and plant pest control and eradication, and legislation.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's 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 social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

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:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Plant Biosecurity

- Develops and maintains an up-to-date knowledge and awareness of plant biosecurity research, issues and trends.
- As part of Australia's plant health framework, monitors and provides scientifically based advice about the disease and residue status of Western Australia's plant industries, and maintains preparedness to respond to emergency plant disease or residue incidents of consequence to the Australian economy or human health.

Leadership and Management

- Leads complex projects and programs relating to the State's plant industries including conduct of project work, management of expenditure within budget, management of human and physical resources to meet project milestones, agreed outputs and internal and external reporting requirements.
- Contribute to maintaining national communications in relation to specific national plant health programs.

Policy Development & Coordination

- Provide policy development and implementation of key plant biosecurity programs and assists the Chief Plant Biosecurity Officer (CPBO) with strategic and operational advice and coordinates responses in relation to quarantine, barrier control, surveillance, plant pest and disease control and eradication, product integrity and emergency plant pest and disease response.
- Leads the design, development and coordination of strategic plant health policy initiatives across the department and the whole of government and prepares recommendations for consideration by the department and government.
- Develops and applies risk management methodologies to assist policy development, resource allocation and strategic planning, as required.
- Provides plant health policy input to inter-departmental committees, peak industry groups and national committees to facilitate the development of the State's plant industries.
- Services communication requirements of the Plant Biosecurity program.
- Provides information and briefings on plant health policy to a range of internal and external stakeholders.

Strategic Analysis and Advice

- Provides advice on statutory responsibilities under relevant legislation, including those of the CPBO.
- Manage, on behalf of the CPBO, the regulatory aspects of plant pest surveillance projects and programs, provides leadership and expert legislative advice to the Plant Biosecurity leadership team, managers and other organisations.
- Provides legislative support to the CPBO on relevant legislation, and in consultation review, develop and amend legislation as appropriate.
- Provides strategic advice on plant industry matters to the Minister and other key internal and external stakeholders.
- Contributes to the department's plant biosecurity strategic planning activities.
- Analyses and evaluates the effectiveness of key plant biosecurity policy initiatives.
- Develops, maintains and promotes effective working relationships with stakeholders, industry groups and other agencies and organisations, in accordance with the department's Customer Service Charter.
- Actively promotes change and prepares high quality reports and effectively disseminates the results of research in a way that meets client needs.

Emergency & Incident Response

- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for this function in a large scale or otherwise significant emergency requiring a coordinated response.
- Undertakes the role of first responder and/or undertakes emergency management functions to support DPIRD incident response demands as and when required.

General

- When acting as Chief Plant Biosecurity Officer, represent Western Australia on a range of National Plant Health Committees, and actively participates in plant biosecurity strategic planning and policy development for the Directorate. Specifically, with regard to Plant Health Committee, Plant Health Australia programs, and Emergency Plant Pest Consultative Committees.
- Prepares Ministerial briefing notes, responses to Ministerial and Parliamentary Questions and other reports, summaries and general correspondence, as required.
- Performs other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial experience leading the design, development and coordination of strategic plant health policy initiatives for government, and in leading complex projects and programs.
2. Demonstrated ability to apply sound scientific knowledge, administrative leadership and stakeholder engagement skills to the development of strategies and policies for plant pest and disease prevention, investigation, management and eradication.
3. Substantial experience enforcing and providing advice on various Acts, regulations, policies and guidelines related to biosecurity.

Core capabilities

4. Build effective relationships: Exceptional written, verbal and interpersonal skills, including the ability to confidently liaise, collaborate with and communicate scientific information to departmental staff, industry and the community. Must be able to integrate, interpret and explain complex technical information in a digestible form, readily shareable to a wider audience.
5. Challenge for innovation: Heightened ability to think creatively and laterally anticipating opportunities and risks to provide high quality, future focussed results.
6. Think strategically: Exceptional research, conceptual and analytical skills including a heightened ability to provide innovative solutions to complex and challenging plant health issues and problems in order to meet organisational objectives.
7. Deliver in a changing environment: Exceptional organisational skills with the ability to manage competing deadlines, drive continuous improvements, effectively manage change and to conceptualise, develop and apply complex techniques for plant science and management to lead the generation of specialist input into plant biosecurity planning processes.
8. Lead and empower others: Exceptional leadership and management skills with the ability to negotiate with, motivate and influence people; and a focus on providing sound strategic advice.

Desirable criteria

1. Post graduate qualifications in entomology, plant pathology, or plant epidemiology.

Special requirements/equipment

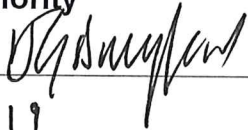
- A degree in Agricultural Science or approved equivalent (eg. Zoology, Horticultural Science, Natural Resource Management).
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- 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

Signature: _____



Date: 17 / 9 / 19

Position title: Deputy Director General, Sustainability & Biosecurity