

# Job Description Form (JDF)

## Position details

Position title: Director Diagnostics and Laboratory Services  
Position number: 70191422  
Classification: SCL5  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSGOCSAGA 2017  
Pillar: Sustainability and Biosecurity  
Directorate: Biosecurity  
Branch: DPIRD Diagnostics and Laboratory Services

## Reporting relationships

Reports to: Executive Director Biosecurity, Class 2  
Direct reports: 4

## Role summary

Provides strategic and operational leadership, governance and direction in the delivery of diagnostic laboratory services for plant and animal scientific disciplines for the Department and State.

Advises the Executive Director through high-level strategic coordination, support and advice on requirements to meet governmental and departmental priorities, and helps ensure the Department is prepared to respond to government and industry needs including emergency responses.

Ensures laboratory quality system requirements across all plant and animal scientific disciplines, including coordination and instruction of professional and scientific staff, meet AS ISO/IEC 17025 and any other relevant standards, are delivered at all times.

## 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:

### Leadership

- Leads the planning, development and implementation of diagnostic and laboratory programs and services to the benefit of the department, government, industries and state.
- Engages with the department, key stakeholders, relevant industries and committees with respect to plant and animal diagnostic needs, enabling mutually beneficial outcomes to be achieved and measured.
- Provides high-level strategic and professional advice that will inform government policy on diagnostics and laboratory testing.
- Provides high-level advice to government on building and facility requirements and assets management to ensure the maintenance of contemporary laboratory services that benefit the department and industry.

- Maintains a current and comprehensive understanding of global trends and developments affecting provision of contemporary laboratory services, and facilitates and leads the understanding of new and emerging opportunities and issues.
- Plans, develops and implements DDLS strategies, training and governance programs to realise strategic opportunities and innovation in growth.
- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for DDLS in a large scale or otherwise significant emergency requiring a coordinated response.

## **Management**

- Leads, directs and monitors the performance of the DDLS team including management of financial, physical and human resources to deliver outcomes aligned to the business requirements of the Department.
- Manages, develops and implements relevant departmental and pillar strategies, goals, and plans, in consultation with the Biosecurity leadership team.
- Effectively manages change within and related to the DDLS Branch.
- Establishes, maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Develops teamwork among staff to produce quality outcomes based on customer service principles and practices.
- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff
- Models, promotes and demonstrates a genuine commitment to DPIRD's values.

## **Other duties**

- Represents the branch, directorate, pillar and department on internal and external committees and other forums as required.
- Participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for the Branch in a large scale or otherwise significant emergency requiring a coordinated response.
- Undertakes emergency management functions to support DPIRD incident response demands as and when required.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Substantial experience leading and managing diagnostic laboratory services.
2. Highly developed ability to deliver products and services consistent with customer needs and defined quality expectation (including timeliness).

3. Highly developed ability ensuring that resources, including financial, physical, technological, and information requirements, are managed to maintain product/service delivery.

### **Core capabilities**

4. Build effective relationships: Understands the complexities of developing and sustaining agency credibility and relationships with stakeholders and successfully builds and maintains relationships and implements communication strategies as considered appropriate.
5. Challenge for innovation: Demonstrated ability to successfully develop and deliver innovative and responsive improvements, which underpin the Department's strategic objectives; creates an environment to allow others to do the same.
6. Think strategically: Proven ability to research, conceptualise and analyse complex corporate governance and business planning issues and risks to provide feasible, future focussed solutions.
7. Deliver in a changing environment: Demonstrated capability to achieve balanced outcomes and effectively manage change, while recognising the competing social, economic and environmental priorities of stakeholders.
8. Lead and empower others: Substantial strategic leadership and management skills with the ability to motivate and influence people.

### **Special requirements/equipment**

- A degree in Agriculture Science, Science or approved equivalent OR 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.
- Valid and current Western Australian C (car) class motor drivers licence, or equivalent (if not currently held, must be acquired prior to commencement at applicants' 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: 17/10/19

Position title: Deputy Director General Sustainability & Biosecurity