



Job Description Form (JDF)

Position details

Position title:	Regional Biosecurity Coordinator (Animals)
Position number:	70191297
Classification:	Level 6
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Sustainability and Biosecurity
Directorate:	Biosecurity
Branch:	Animal Biosecurity & Welfare

Reporting relationships

Reports to: Technical Area Manager, SCL4

This position

Direct reports: 3

Role summary

Leads a team of Biosecurity Officers to ensure program plans and responses are successfully implemented to identify, prevent and respond to biosecurity risks and maintain high standards of animal welfare and product integrity in Western Australia. Leads projects or portfolios to develop organisational capacity in specific areas.

Works to protect Western Australia's economy, environment, and people by preventing or managing risk from pests and diseases that impact animals, plants, and the aquatic and terrestrial environments.

Coordinates provision of technical knowledge and on-ground presence to manage and protect our agriculture and aquatic resources and strengthen WA's biosecurity status.

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:

Biosecurity

- Coordinates a team of Biosecurity Officers to undertake and report on biosecurity surveillance, control and eradication activities in accordance with the requirements of program plans, policies, legislation and standard operating procedures.
- Undertakes regulatory activities, including investigation of suspected non-compliance and conduct of enforcement activities, under the *Biosecurity and Agriculture Management Act 2007 and other Acts and Regulations*.
- Plans and coordinates staff and resources during the delivery of biosecurity and animal welfare emergency responses and lead local emergency response activities.
- Investigates and reviews reports on biosecurity, animal welfare and product integrity incidents and assists in the identification, analysis and response to causal factors to manage the incident and to minimise the risks of repeated incidents.

- Works collaboratively with stakeholders to provide timely and accurate advice on relevant biosecurity, animal welfare and product integrity legislation, policies and practices.
- Supports other operational teams to effectively deliver operational outcomes, identify and resolve problems and contribute to the development and implementation of best practice in operations.
- Coordinates a portfolio of work or projects to develop organisational capacity or capability or to provide oversight to an operational project.
- Provides and reviews advice to Branch management on technical and operational issues.
- Provides input into the development of policies, standard operating procedures and plans to deliver on program objectives.
- Ensures high standards of data management and record keeping are maintained during operational activities.
- Performs any other assigned duties at the classification level that are within the employee's competence and training.
- Provides biosecurity extension and advice to producers, industry and community groups as required.
- Negotiates and consults with stakeholders to promote best practice biosecurity, animal welfare and product integrity.
- Participates in and coordinates emergency response activities as required.
- Performs other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience leading teams that deliver regulatory outcomes including developing standard operating procedure and work instructions to enable consistent delivery of regulatory and inspection activities.
2. Well-developed knowledge of primary and/or regional industries and building relationships with industry stakeholders.

Core capabilities

3. *Build effective relationships*: Well developed workplace communication skills including written, verbal, interpersonal, negotiation skills and the ability to develop and maintain productive working relationships.
4. *Challenge for innovation*: Highly developed analytical and problems solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.
5. *Think strategically*: Demonstrated ability to interpret and apply complex legislation and the ability to research complex issues and make appropriate recommendations.

6. *Deliver in a changing environment*: Demonstrated well-developed time management skills with the ability to plan, prioritise, deliver outcomes within agreed timeframes and respond effectively to change.
7. *Lead and empower others*: Proven experience in initiating and implementing strategies independently, and leading teams to achieve business outcomes

Desirable criteria

1. Diploma of Agriculture or equivalent relevant qualification.

Special requirements/equipment

- 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.
- Intrastate and/or interstate travel may be required.
- 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).
- 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

Endorsed by: Mia Carbon

Position title: Executive Director Biosecurity

Endorsement Date: 15 November 2021