

Job Description Form (JDF)

Position details

Position title: Supervising Biosecurity Compliance Officer
Position number: 70190898
Classification: Level 5
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCSAA 2021
Pillar: Sustainability and Biosecurity
Directorate: Operations and Compliance
Branch: Biosecurity Compliance

Reporting relationships

Reports to: Manager Specialist Compliance and Investigation (70210109),
Level 8

This position

Direct reports: 1

Role summary

Leads and manages the delivery of effective and efficient surveillance, investigations and compliance activities and education and community awareness programs in relation to plant and invasive biosecurity and other delegated legislation administered by the department. Proactively contributes to the development of operational policies, procedures and protocols.

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:

Compliance Activities

- Leads and manages the day-to-day operations of the compliance team.
- Coordinates compliance and operational responses for plant and invasive species biosecurity programs.
- Manages human, financial, physical and other resources to meet organisational outcomes.
- Undertakes resource risk assessments and coordinates the preparation and implementation of compliance plans and service delivery plans.
- Coordinates and participates in investigations relating to breaches of delegated legislation administered by the Department.

- Reviews investigations, procedures, and briefs to ensure compliance to relevant standards.
- Develops, implements, and monitors compliance operational policy, procedures, and protocols.
- Provides advice and mentors staff on the interpretation and application of legislation, and behaviours in conducting field compliance activities.
- Provides timely advice to management regarding team achievements, risks and resource management issues.
- Coordinate the development of compliance strategies and community education project initiatives to achieve positive outcomes.
- Participates in working groups as required.
- Represents the Department on prosecution matters where required.
- Identifies opportunities and ongoing improvement of processes, practices, and protocols.
- Coordinates to responses to complaints, briefing notes and requests for information.

Stakeholder Engagement

- Provides active input into the development, implementation, and delivery of plans.
- Provides regular reports on achievement of targets and takes remedial action where/when required.
- Fosters collaborative and mutually supportive relationships with stakeholders, including other law enforcement agencies and departmental staff.
- Works with staff to ensure services and resource comply with organisational standards and processes.
- Plans, directs and oversees the development, delivery and implementation of community awareness, education and data collection services.
- Fosters a culture of quality management regarding service delivery, reviews and continual improvement initiatives.
- Shares knowledge and learning with others.
- Represents the Department and Branch in meetings as required.

Stakeholder Engagement

- Participates in the development and delivery of a coordinated DPIRD incident and/or emergency response as and when required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Substantial knowledge and experience in establish, implementing and managing compliance programs, preferably within a quarantine and agricultural biosecurity environment.
2. Well-developed knowledge and understanding of relevant legislation, compliance governance framework, and operational procedures.

Core capabilities

3. *Build effective relationships:* Well-developed interpersonal and negotiation skills, including and ability to build and maintain internal and external relationships.
4. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to problems.
5. *Think strategically:* Demonstrated ability to conduct complex investigations, including prioritising, interpreting and applying legislation, policy, procedures and guidelines.
6. *Deliver in a changing environment:* Demonstrated ability to prioritise, organise and complete tasks within set timeframes.
7. *Lead and empower others:* Ability to lead a team of people to deliver quality outcomes.

Special requirements/equipment

- Certificate qualification in compliance and investigation and/or possession of relevant experience.
- Possession of current 'C' class driver's license
- 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.
- 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:	Heather Brayford
Position title:	Deputy Director General, Sustainability and Biosecurity
Endorsement Date:	14 July 2022

Effective date: July 2022