



Job Description Form (JDF)

Position details

Position title: Senior Quarantine Inspector (Dog Handler)
Position number: 70190770 / 70190772 / 70190774 / 70190769
Classification: Level 3
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCSAA 2022
Pillar: Sustainability and Biosecurity
Directorate: Operations and Compliance
Branch: Quarantine

Reporting relationships

Reports to: Supervising Quarantine Inspector (Detector Dog Unit) (70190768),
Level 4

This position

Direct reports: Nil

Role summary

Undertakes inspection and certification activities to ensure compliance with relevant legislation and protocols. Deploys detector dogs in the search environment ensuring their operational capabilities and health, welfare and safety.

About us

The Department of Primary Industries and Regional Development's (Department) 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:

Quarantine Inspections and Detector Dog Operations

- Undertakes inspections of passengers, baggage, goods, cargo, mail, vessels, vehicles and aircraft with or without Detector Dogs as directed, to ensure compliance with relevant State legislation
- Interprets relevant inspection documentation against appropriate legislation and provides information and advice on policies, procedures and guidelines.
- Reports contraventions of relevant legislation, assists in the preparation of incident reports for breaches and makes recommendations under relevant Acts and Regulations.
- Completes all inspection and certification documentation as per procedures and practices.
- Ensures the proper management of working dogs, including their health, welfare and safety.
- Ensures the operational capabilities of allocated Detector Dog/s.
- Under direction, ensures that appropriate veterinary care and attention is provided including in house care, veterinary consultations and the use of veterinary specialists.
- Undertakes training with allocated Detector Dog/s.
- Prepares reports and maintains statistics of quarantine activities.

- Assists in the development of strategies and project initiatives to achieve strategies outcome.
- Participates in working groups as required.
- Represents the Department on prosecution matters where required.
- Identifies opportunities for continuous improvement of processes, practices and protocols.

Stakeholder Engagement

- Liaises and fosters good working relationships with stakeholders to ensure compliance requirements are met.
- Builds and maintains relationships with team members and service providers.
- Shares knowledge and learning with others.
- Represents the branch in meetings as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role Specific

1. Demonstrated knowledge and experience interpreting and applying acts, regulations, policies, procedures and guidelines.
2. Demonstrated experience and/or knowledge in animal handling, training and/or associated management and welfare of working dogs.

Core Capabilities

3. *Build effective relationships:* Demonstrated ability to communicate effectively and succinctly with a diverse range of people at all levels using verbal, written and interpersonal skills.
4. *Challenge for Innovation:* Demonstrated ability to develop or suggest solutions for business improvements.
5. *Think strategically:* Well-developed problem solving and analytical skills.
6. *Deliver in a changing environment:* Well-developed time management and organisational skills including the ability to prioritise and complete tasks within deadlines.
7. *Lead and empower:* Ability to work collaboratively within a team environment and contribute to the achievement of team goals.

Special requirements/equipment

- Travel within the Perth metropolitan area, and occasional travel to regional offices may be required.
- Functional Fitness Assessment to ensure mobility standards for operational readiness are met.
- Satisfy requirements of Detector Dog Handler training by the end of probationary period. (Note: If required, the probation period will be extended to accommodate the availability of training provider/s, assessments and reviews).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- A Current Western Australian C or C-A class drivers' licence or equivalent is required.
- Must be able to satisfy security clearance for an Aviation Security Identification Card (ASIC).
- 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

Position title: Deputy Director General, Sustainability and Biosecurity
Endorsement Date: 7 February 2023