

Position Description

Project Officer, Biosecurity

Directorate	General Manager
Location	Armidale
Classification/Grade/Band	Band 2 Level 3
Employment Type	Permanent Full Time
Date position description approved	June 2022

1. Council overview

New England Weeds Authority (NEWA) is a single purpose organisation that provides services in the areas of Biosecurity management (weeds control, education, inspection and monitoring).

2. Council values

Refer Councils Business Ethics Policy

3. Primary purpose of the position

This position is required to develop grant and vegetation control projects and to assist the inspection and regulatory team to meet grant funding, regulatory, operational and financial outcomes required by the government and the community. The role will also be expected to undertake field and regulatory activities to support programs and advisory services for the management of plant bio security for the Region

4. Key accountabilities

Within the area of responsibility, this role is required to:

- Deliver projects funded under Councils budget or through Grant Funding.
- Identify grant funding to undertake community education, weed control and eradication.
- Establish and implement a program to complete a diverse range of internally funded and grant funded projects including quoting and estimating works, engaging contractors, ensuring quality standards are met and maintained, preparing invoices
- Develop and implement NEWA's grant funding programs and Weed Action Plan outcomes
- Responsible for project development, project estimation and delivery, discharging grant/funding agreements as required under NEWA's IP&R Plans, Asset Management Plans and approved budgets
- Responsible for preparation of documentation, invitation and assessment of tenders in accordance with provisions of the Local Government Act 1993
- Work collaboratively with non-member Councils to deliver key projects and regional biosecurity outcomes.
- Develop strategic works programs together with other NEWA staff and deliver programs
- Maintain a working knowledge of the legislative and regulatory requirements related to weed and plant management
- Contribute to the delivery of programs and advisory services to achieve intended outcomes, compliance with relevant legislation, policies and procedures, and state, region and local plans
- Undertake surveillance, investigation and spraying activities as they relate to weed and plant control
- Provide feedback and information on projects and field service delivery to assist in monitoring, evaluation, reporting and improvement (MERI) - to demonstrate that NEWA objectives are being achieved
- Liaise with customers and stakeholders
- Undertake project activities that increase the capacity of customers to manage and deal with bio security issues
- Support delivery of compliance programs to ensure legislated bio security obligations including pest and disease management and plant traceability meet national performance standards
- Update and maintain records and databases to ensure that all information is accurate and that records are maintained in accordance with NEWAs policies and procedures
- Perform all duties in accordance with work health and safety and equal employment legislation.
- Perform other duties and functions as directed by the General Manager.

5. Key challenges

- Effectively engaging with customers and stakeholders, providing sound advice and applying appropriate regulations as they relate to bio security activities.
- Maintaining awareness of developments across a broad range of activities
- Balancing role requirements in an environment which is technically complex, often unpredictable, fast moving and where immediate requirements can take precedence over planned activities

Key internal relationships

Who	Why
General Manager	To develop strategic plans and to ensure legal, compliance, financial and organisational outcomes are reported, while meeting budget needs.
Bio Security Officers	To work as a cohesive team and strategically plan for project outcomes.
Finance & Administration Officer	Ensure financial reporting, invoicing and completion of funding agreements are completed on a timely basis.

Key external relationships

Who	Why
Councillors	To assist the General Manager to prepare reports and provide professional advice at meetings.
DPI / LLS Staff	To discuss, plan and organise projects, grant funding and to provide feedback on regional issues.

6. Key dimensions

No other positions report to this position.

7. Decision making

This position makes day to day decisions with regard to the operational and field support services to manage projects and other bio security issues.

8. Reports to

General Manager

9. Budget Responsibility (operational and capital)

As set-out in the Annual Budget for income, expenditure.

10. Essential Requirements


1. Qualifications in Environmental Science or similar or work-related experience in a relevant field of vegetation management, project management and grant funding applications.
2. Sound understanding of natural resource management issues in the region and empathy with the local community.
3. Proven expertise in project planning, implementation and management, record keeping and report writing.
4. Demonstrated well-developed written and oral communication skills.
5. Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.
6. Demonstrated ability to work with minimum supervision and as part of a small team.
7. Proven competence in the use of Microsoft Office and other software applications.
8. Capacity to be appointed as an Authorised Officer in accordance with the Biosecurity Act.
9. Hold a current ChemCert accreditation.
10. Physically capable of carrying out the inherent requirements of the job.
11. Demonstrated knowledge and understanding of the Work Health & Safety Act and Equal Employment Opportunity principles.
12. Hold a current Class C driver's licence and the ability to travel as required.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of core capabilities and the level required for this position.


Local Government Capability Framework

Capability Group	Capability Name	Level
 <p>Personal attributes</p>	Manage Self	<p>Adept</p> <p>Initiates action on team/unit projects, issues and opportunities</p> <p>Accepts and tackles demanding goals with drive and commitment</p> <p>Seeks opportunities to apply and develop strengths and skills</p> <p>Examines and reflects on own performance</p> <p>Seeks and responds well to feedback and guidance</p>
	Display Resilience and Adaptability	<p>Adept</p> <p>Is flexible, showing initiative and responding quickly to change</p> <p>Accepts changed priorities and decisions and works to make the most of them</p> <p>Gives frank and honest feedback/ advice</p> <p>Listens when challenged and seeks to understand criticisms before responding</p> <p>Raises and works through challenging issues and seeks alternatives</p> <p>Stays calm and acts constructively under pressure and in difficult situations</p>

Local Government Capability Framework

Capability Group	Capability Name	Level
	Act with Integrity	<p>Advanced</p> <p>Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets an example for others to follow Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify</p>
	Demonstrate Accountability	<p>Adept</p> <p>Is prepared to make decisions within own level of authority Takes an active role in managing issues in the team Coaches team members to take responsibility and follow through Is committed to safe work practices and manages work health and safety risks Identifies and manages other risks in the workplace</p>


Local Government Capability Framework

Capability Group	Capability Name	Level
 <p>Relationships</p>	Communicate and Engage	<p>Advanced</p> <p>Presents with credibility and engages varied audiences Translates complex information concisely for diverse audiences Creates opportunities for others to contribute to discussion and debate Demonstrates active listening skills, using techniques that contribute to a deeper understanding Is attuned to the needs of diverse audiences, adjusting style and approach flexibly Prepares (or coordinates preparation of) high impact written documents and presentations</p>
	Community and Customer Focus	<p>Adept</p> <p>Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</p>


Local Government Capability Framework

Capability Group	Capability Name	Level
		<p>Adept</p> <p>Contributes to a culture of respect and understanding in the organisation</p> <p>Creates an atmosphere of trust and mutual respect within the team</p> <p>Builds cooperation and overcomes barriers to sharing across teams/ units</p> <p>Relates well to people at all levels and develops respectful working relationships across the organisation Identifies opportunities to work together with other teams/units</p> <p>Acts as a resource for other teams/ units on complex or technical matters</p>
	Work Collaboratively	
		<p>Adept</p> <p>Builds a network of work contacts/ relationships inside and outside the organisation</p> <p>Approaches negotiations in the spirit of maintaining and strengthening relationships</p> <p>Negotiates from an informed and credible position Influences others with a fair and considered approach and sound arguments</p> <p>Encourages others to share and debate ideas</p>
	Influence and Negotiate	

Local Government Capability Framework

Capability Group	Capability Name	Level
	Plan and Prioritise	<p>Adept</p> <p>Consults on and delivers team/unit goals and plans, with clear performance measures</p> <p>Takes into account organisational objectives when setting and reviewing team priorities and projects</p> <p>Scopes and manages projects effectively, including budgets, resources and timelines</p> <p>Manages risks effectively, minimising the impacts of variances from project plans</p> <p>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</p>
 <p>Results</p>	Think and Solve Problems	<p>Adept</p> <p>Draws on numerous sources of information, including past experience, when facing new problems</p> <p>Demonstrates an understanding of how individual issues relate to larger systems</p> <p>Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</p> <p>Uses rigorous logic and a variety of problem solving methods to develop workable solutions</p> <p>Anticipates, identifies and addresses risks and issues with practical solutions</p> <p>Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</p>

Local Government Capability Framework

Capability Group	Capability Name	Level
	Create and Innovate	<p>Intermediate</p> <p>Researches developments and trends in the industry</p> <p>Thinks about issues and opportunities from different viewpoints</p> <p>Links together unrelated ideas or events to generate insights</p> <p>Identifies improvements to work systems, processes and practices</p>
	Deliver Results	<p>Adept</p> <p>Takes responsibility for the quality and timeliness of the team's work products</p> <p>Ensures team understands goals and expectations</p> <p>Shares the broader context for projects and tasks with the team</p> <p>Identifies resource needs, including team, budget, information and tools</p> <p>Allocates responsibilities and resources appropriately</p> <p>Gives team members appropriate flexibility to decide how to get the job done</p>
 <p>Resources</p>	Finance	<p>Intermediate</p> <p>Presents basic financial information clearly and in an appropriate format</p> <p>Uses funds and records financial transactions in line with financial audit and reporting obligations</p> <p>Makes expenditure decisions within budget limits</p> <p>Uses financial and other resources responsibly and helps others understand their obligations to do so</p>

Local Government Capability Framework

Capability Group	Capability Name	Level
		<p>Foundational</p> <p>Uses core work tools and equipment effectively</p> <p>Takes care of work tools, equipment, accommodation and community assets</p>
		<p>Adept</p> <p>Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately</p> <p>Ensures team understands obligations to comply with records, information and knowledge management requirements</p>
		<p>Intermediate</p> <p>Helps others understand and comply with basic ordering, receipting and payment processes</p> <p>Contributes to the identification of business requirements, deliverables and expectations of suppliers</p> <p>Provides objective input to evaluation processes for proposals and tenders</p> <p>Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</p>