

# Position Description

## Biosecurity Officer

|   |                        |
|---|------------------------|
| <b>Directorate</b>                        | <b>General Manager</b> |
| <b>Location</b>                           | <b>NEWA LCA</b>        |
| <b>Classification/Grade/Band</b>          | <b>Band 2 Level 2</b>  |
| <b>Position Code</b>                      | <b>2</b>               |
| <b>Date position description approved</b> | <b>August 2023</b>     |

### Council overview

The New England Weeds County Council is a single purpose organisation that provides services in the areas of biosecurity management (weed control, education, inspection and monitoring). This position is required to implement funded vegetation inspection and control projects and to assist other members of the inspection and regulatory team to meet grant funding targets, regulatory and financial outcomes required by the government and the community. This is a permanent, full-time position.

### Council values

Refer to Councils Business Ethics Policy.

### Primary purpose of the position

The Biosecurity Officer undertakes field based, regulatory activities to support programs and advisory services for the management of plant biosecurity for the Region (LCA), in accordance with local and regional strategic plans, established targets and state and national objectives. A component of the biosecurity officer role is the education of landholders and other stakeholders.

### Key accountabilities

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

- Maintain a working knowledge of the legislative and regulatory requirements under the Biosecurity ACT 2015, related to weed and plant management;
- Contribute to the delivery of programs and advisory services to achieve targeted outcomes, compliance with relevant legislation, policies and procedures, and state, region and local plans;
- Support surveillance and investigation activities as they relate to weed and plant control;
- Issue PINs and Directives where necessary and prepare and participate in Court proceedings where required to achieve enforcement;
- Provide feedback and information on projects and field service delivery to assist in monitoring, evaluation, reporting and improvement (MERI) - to demonstrate that NEWA and WAP objectives are being achieved;
- Liaise with customers, landholders, stakeholders, DPI and LLS;
- Undertake project activities which increase the capacity of customers/landholders to manage and deal with bio security issues;
- Support the delivery of compliance programs to ensure legislated bio-security obligations including pest and disease management and that plant traceability meets national performance standards;
- Update and maintain records and databases (BIZ) to ensure that all information is accurate and that records are maintained in accordance with relevant policies and procedures;
- Perform other duties and functions as directed from time to time by your Team Leader, the GM or Council;
- Perform all duties in accordance with the requirements of relevant legislation.

## Key challenges

- Effectively engaging with customers, landholders, and stakeholders, to provide sound advice and application of applicable regulations as they relate to bio security activities under the Biosecurity ACT of 2015.
- 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 action can take precedence over planned activities.

## Key internal relationships

| Who   | Why   |
|---|---|
| Team Leader Biosecurity, Team Leader Weed Spraying and Project Officer. | To plan strategic work outputs, investigate land management, and develop projects, grants and private works outcomes in order to achieve budgeted outcomes.<br>To assist all staff to control and treat weeds as per identified programs. |

## Key external relationships

| Who                         | Why  |
|-----------------------------|--|
| NSW DPI, LLS and the Public | To ensure that DPI are aware of NEWA activities, to work cooperatively with DPI, LLS and their respective Strategic Plans. |

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To ensure that the public, landholders and LCAs, are assisted in education on weed management and control requirements.

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## Key dimensions

### Decision making

- Required to make day to day decisions with regard to operational, budget and field support services to manage biosecurity issues.

### Reports to

Team Leader Biosecurity





### Position requirements

- Appropriate tertiary qualifications relevant to position accountabilities, or equivalent demonstrated experience of similar skills;
- Hold and retain a current NSW Class C Driver Licence and the ability and willingness to travel;
- Capacity to be appointed as an Authorised Officer under the Biosecurity Act 2015;
- Ability to achieve key and relevant qualifications for the role.
- Demonstrated well-developed written and oral communication skills and computer literacy;
- Proven ability to build partnerships with government agencies, non-government agencies, community groups and landholders, including schools and indigenous groups.
- Demonstrated ability to work with minimum supervision and as part of a team.
- Proven competence in the use of Microsoft 365 and other relevant software applications.

### 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*”, building on organisational values and creating a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Please refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework   |                                     |                 |
|---|-------------------------------------|-----------------|
| Capability Group  | Capability Name                     | Level           |
| <br><b>Personal attributes</b> | Manage Self                         | Advanced        |
|   | Display Resilience and Adaptability | Adept           |
|   | <b>Act with Integrity</b>           | <b>Advanced</b> |
|   | <b>Demonstrate Accountability</b>   | <b>Advanced</b> |
| <br><b>Relationships</b>       | Communicate and Engage              | Advanced        |
|   | <b>Community and Customer Focus</b> | <b>Advanced</b> |
|   | Work Collaboratively                | Adept           |
|   | Influence and negotiate             | Adept           |
| <br><b>Results</b>             | <b>Plan and Prioritise</b>          | <b>Advanced</b> |
|   | Think and Solve Problems            | Adept           |
|   | Create and Innovate                 | Intermediate    |
|   | <b>Deliver Results</b>              | <b>Advanced</b> |
| <br><b>Resources</b>          | Finance                             | Foundational    |
|   | Assets and Tools                    | Foundational    |
|   | <b>Technology and Information</b>   | <b>Advanced</b> |
|   | Procurement and Contracts           | Foundational    |

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

| Group and Capability                                     | Level    | Behavioural Indicators  |
|--|----------|---|
| <b>Personal Attributes</b><br>Act with Integrity         | Advanced | <ul style="list-style-type: none"> <li>• Displays ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>   |
| <b>Personal Attributes</b><br>Demonstrate Accountability | Advanced | <ul style="list-style-type: none"> <li>• Is prepared to make decisions involving tough choices and weighing of risks</li> <li>• Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>• Takes responsibility for outcomes, including mistakes and failures</li> <li>• Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>• Oversees implementation of safe work practices and the risk management framework</li> <li>• Acts promptly and with purpose to achieve agreed or identified outcomes in a minimum of time. Does not procrastinate or defer activities</li> <li>• Complies with all organisational policies, procedures and codes of conduct.</li> </ul> |
| <b>Relationships</b><br>Community and Customer Focus     | Advanced | <ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Promotes a culture of quality customer service</li> <li>• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes</li> <li>• Ensures that the customer is at the heart of all business process design</li> <li>• Suggests improvements to management systems, processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region/LCA</li> </ul>   |

## Local Government Capability Framework

| Group and Capability                              | Level | Behavioural Indicators   |
|---|-------|--|
| <b>Resources</b><br>Technology and<br>Information | Adept | <ul style="list-style-type: none"><li>• Selects appropriate technologies for projects and tasks</li><li>• Identifies ways to leverage the value of technology to achieve outcomes</li><li>• Ensures team understands their obligations to use technology appropriately and accurately</li><li>• Ensures team understands obligations to comply with records, information and knowledge management requirements</li></ul> |