

## Technical Officer

### Statement of Duties

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<b>Position number:</b>	708083
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 3
<b>Division/branch/section:</b>	Biosecurity Tasmania, Animal Health Laboratory
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.8 FTE by negotiation)
<b>Location:</b>	Mt Pleasant
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 per week by negotiation)
<b>Supervisor:</b>	Medical Scientist

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#### Position Objective

The purpose of the role is to provide technical support in the delivery of an effective and efficient aquatic diagnostic and investigatory service.

#### Major Duties

- Examination of fresh and fixed finfish, crustaceans and shellfish. Dissect, collect and prepare samples for further examination including histopathology, microbiology, virology, molecular biology and clinical chemistry.
- Accurately record sample identification, test procedure and test results of specimens submitted for examination and maintain laboratory documentation whether in hard-copy or computer based.
- Record and monitor equipment performance and monitor the quality and quantity of consumable stocks to ensure reliability of supply in the laboratory.
- Prepare laboratory reagents and materials, and undertake routine technical duties within the Animal Health Laboratory.
- Participate in ensuring that quality system protocols are met, to satisfy (NATA) accreditation and support the laboratory's participation in external Quality Assurance Programs.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- maintaining practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- maintaining quality control of outcomes;
- assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance and performance feedback; and
- for ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are:

- General instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents.
- Exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks.
- Creativity and initiative is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

### **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- Knowledge and expertise in laboratory based testing of biological or environmental samples or the ability to quickly acquire the level of knowledge.
- Knowledge and understanding of laboratory quality assurance principles and procedures, particularly those protocols required to meet NATA accreditation standards or the ability to quickly learn these principles and procedures.
- Well-developed interpersonal and communication skills with the ability to explain operational procedures and provide information to, and liaise with, clients, stakeholders and members of the public.
- The ability to exercise independent judgment in the practices, methods and standards to be applied and the planning and timing required to complete complex, diverse tasks; together with the ability to be creative and show initiative to provide options, recommendations and solutions to satisfy non-standard requirements.
- Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

### **Essential Qualifications and Requirements:**

A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

### **Desirable Qualifications and Requirements:**

- Experience in the provision of technical support for laboratory or field-based activities involving aquatic animals.
- A current motor vehicle driver's licence.

### **Department's Role**

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

**Biosecurity Tasmania** supports a Tasmanian Biosecurity Strategy, having scientific risk based systems in place to ensure the exclusion, eradication or effective management of pests and diseases and to validate the relative pest and disease free status of Tasmania with scientific evidence. Biosecurity Tasmania is also responsible for food safety in the primary production and processing sector in accordance with legislative requirements and community expectations, manages the safe and appropriate use of agricultural chemicals in accordance with legislative and community expectations, and manages animal welfare in accordance with legislative requirements and community expectations.

**Biosecurity Emergency Response** - DPIPWE takes a whole of government approach to managing biosecurity emergencies, Biosecurity Tasmania in particular, has lead responsibilities for biosecurity emergency preparedness and response and the incumbent of this position will be required to participate in training activities and biosecurity emergency responses.

## Statement of Duties: Technical Officer

The **Biosecurity Operations Branch** plays a key role in minimising biosecurity risks and supporting the objectives of Biosecurity Tasmania through the delivery of operational programs to ensure effective biosecurity pre-border, border and post-border operations to deliver animal biosecurity, animal welfare, invasive species, plant biosecurity and product integrity programs. The Biosecurity Operations Branch provides national biosecurity services in Tasmania under a Service Level Agreement on behalf of the Australian Government's Department of Agriculture. Operations occur beyond normal business hours and the Branch is also responsible for the emergency preparedness and response and investigations and enforcement activities under relevant legislation.

### **Working Environment**

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

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**Approved by:**



**Date:** 19 August 2021