

Food Safety Management Officer

Statement of Duties

Position number:	707100
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 6
Division/branch/section:	Biosecurity and Product Integrity
Full Time Equivalent (FTE):	1.0 FTE
Location:	Launceston or Hobart (subject to negotiation)
Employment status:	Permanent
Ordinary hours per week:	36.75 hours
Supervisor:	Program Manager (Primary Produce Safety)

Position Objective

The purpose of the role is to maintain high levels of compliance in relation to systems administered by the Primary Produce Safety Program via monitoring, verification and investigation of regulated primary production and processing activities to deliver outcomes that meet the objects of the relevant legislation and applicable food safety standards.

Major Duties

- Manage the conducting of food safety audits and inspections at meat, game meat, pet food, poultry, seafood, seed sprout and shell egg premises to ensure compliance with legislation and standards administered by the Product Integrity Branch.
- Verify the integrity of associated data provided to the Primary Produce Safety Program and assess the performance of auditors against the relevant standard.
- Maintain, develop and review the Program's Quality Assurance Manual and monitor adherence to its procedures by departmental staff and third party auditors. Present the Manual for scrutiny by the Commonwealth and other state agencies and undertake any corrective action subsequently identified.
- Provide specialist and informed technical advice to the Program Manager (Primary Produce Safety) and Chief Inspector of Primary Produce Safety in the development and modification of operational policy in relation to food safety and practical aspects of Primary Production and Processing (PPP) Standards implementation.
- Represent the Branch and the Department on technical committees and in other forums as may be required, and provide informed advice on relevant legislation and national standards to industry, clients and other stakeholders.

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- Analyse food safety audit, standards related and research data supplied internally or externally (third party auditors, industry, research providers) to the Primary Produce Safety Program to enable verification, validation and approval of sector or individual food safety management systems as required.
- Instigate investigations of alleged breaches of the Primary Produce Safety Act 2011 and provide advice to the lead investigating officer and Tasmania Police, or the Office of the Director of Public Prosecutions in legal proceedings.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- implementing national and Tasmanian policies relating to PPP standards, associated Tasmanian regulations and the Product Integrity Branch's operational and project plans to provide efficient and effective Food Safety Program outcomes;
- management and quality control of outcomes, processes, systems and resources relating to audits and verification of compliance with standards. This includes managing the performance of any subordinate staff, if required;
- providing advice on the application of national and Tasmanian policy to PPP regulatory systems and processes in meeting specified program objectives; and
- 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 that:

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

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

- Significant expertise in the application of food safety standards, particularly in relation to the Australia New Zealand Food Standards Code's Primary Production and Processing Standards and the associated Australian Standards for Hygienic Production of Meat, as they apply to the relevant products, procedures and establishments. Highly developed and detailed understanding of the operational framework including regulations, policies, systems and processes for effective program and service delivery.
- Ability to provide authoritative advice in relation to regulations, guidelines, systems and processes in area of expertise and accurately convey complex technical information in a manner understandable to non-specialists.
- Significant systems management skills and expertise to lead complex activities within projects to support program outcomes.
- High-level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency. High-level written communication skills.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into areas of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High-level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.

Desirable Qualifications and Requirements

- Certificate IV or higher in food science or related field (including 40 hours of food microbiology).
- Certification against or attainment of national units of competency for Food Safety Auditors. Possession of appropriate auditor competencies for high-risk activities and complex processes.
- 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.

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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 provides more information.

The **Biosecurity and Product Integrity Division** 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 validate the relative pest and disease free status of Tasmania with scientific evidence.

The Division manages 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.

The role of the Product Integrity Branch is to contribute to the achievement of the Division's goals and to ensure Tasmanian primary industries:

- produce and supply safe food;
- use agricultural and veterinary chemicals responsibly; and
- maintain the traceability of livestock and other primary products through compliance with nationally recognised systems.

This is delivered via an integrated, 'through chain' management system that enables the validation and verification of industry compliance with applicable national standards which, in turn, maintains and facilitates market access.

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.

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.

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

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.

Location

The final location from those specified (i.e. Launceston or Hobart) is subject to negotiation with the successful applicant.

Some intrastate travel will be required. Some interstate travel may be required.

A handwritten signature in black ink, appearing to read "M. H. Jones". The signature is written in a cursive style with a large, stylized 'M' and 'J'.

Approved by:

Date: 10/05/18