

Plant Entomology Technician

Statement of Duties

Position number:	20276
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 3
Division/branch/section:	Biosecurity Tasmania Plant Biosecurity & Diagnostic Services Branch Entomology Team
Full Time Equivalent (FTE):	0.5 FTE
Location:	New Town
Employment status:	Permanent
Ordinary hours per week:	18 hours and 23 minutes
Supervisor:	Entomology Team Leader

Position Objective

The purpose of this role facilitates the plant health component of the Tasmanian Biosecurity Strategy by supporting professional entomology staff in the provision of diagnostic services, surveillance services and scientific data and advisory services. Such services require operation and maintenance of diagnostic laboratories, diagnostic standards, pest records databases and a related specimen collection.

Major Duties

- Record, process and report on diagnostic samples from various internal and external clients.
- Assess and record salient diagnostic reports as permanent pest records in the Tasmanian Plant Pest Database.
- Assess and curate salient diagnostic specimens for retention in the Tasmanian Agricultural Invertebrate Collection.
- Maintain entomology laboratory equipment and systems including quality management, accreditation and safety systems.
- Conduct field components of pest surveillance such as site selection, sample collection and trap deployment.
- Supervise other staff in implementation of quality management, safety and surveillance systems.

Statement of Duties: Plant Entomology Technician

- 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;
- where required, assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance and performance feedback; 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:

- general instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents;
- the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
- 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 or the capacity to acquire the knowledge and expertise in entomology, use of diagnostic literature including keys, rearing and curation of insects, laboratory diagnostic information systems and plant biosecurity pest records systems that meet international standards.
- The ability to provide effective instruction, guidance and feedback to less experienced staff as required such as during biosecurity surveillance operations and emergency responses.
- 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 Requirements

A Certificate III or IV in Biological or Agricultural Science or an equivalent level as provided by either a vocational education organisation or a registered and accredited training provider.

Desirable Qualifications and Requirements

A Bachelor degree in Entomology.

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 provides more information.

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.

Special Employment Conditions

Some intrastate travel involving variation of routine work hours may be required.

Approved by:

A handwritten signature in cursive script, appearing to read "J. G. G. G. G.", is positioned above the "Approved by:" label.

Date: 26/04/18