Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Biosecurity Inspector |
| Position number | 709374 |
| Division/Business Unit/Branch | Primary Industries and Water / Biosecurity Tasmania / Biosecurity Operations |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 3 |
| Position Status | Permanent |
| Full Time Equivalent (FTE) | 0.5 FTE |
| Ordinary hours per week | 36.75 hours per fortnight *predominantly early morning hours* – in accordance with an approved roster |
| Location | Launceston |
| Reports to | Principal Biosecurity Officer |

**Position Purpose**

The position will provide Biosecurity Tasmania with increased capacity for targeted inspection of high risk host material for Queensland fruit fly and other trade related pests. The position will help mitigate the risk of the incursion of fruit fly and similar high risk pests into Tasmania and assist in identifying, preventing and responding to biosecurity risks and implementation of Biosecurity Operations work plans.

**Major Duties**

* Undertake and report on biosecurity inspections, surveillance, control and eradication activities in accordance with the requirements of program plans, policies, legislation and standard operating procedures.
* Undertake and report on regulatory activities, including investigation of suspected non-compliance and conduct of enforcement activities, under State legislation administered by Biosecurity Tasmania.
* Assist in the delivery of biosecurity and animal welfare emergency responses.
* Provide input into the development of standard operating procedures and plans to deliver on program objectives.
* Ensure a high standard of data collection and record keeping during operational activities to assist in the investigation of biosecurity, animal welfare and product integrity incidents to identify and assess causal factors
* Provide relevant information to, and liaise with, clients, stakeholders and members of the public.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision-Making and Direction**

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; 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:

* 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; 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)**

1. Knowledge and expertise in, or the capacity to rapidly acquire knowledge and expertise in biosecurity, animal welfare or product integrity management practices and legislation and ability to exercise statutory powers.
2. Well-developed interpersonal and communication skills with the ability to explain operational and regulatory requirements and provide information to, and liaise with, clients, stakeholders and members of the public.
3. 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.
4. 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.
5. Ability to work effectively as part of a cooperative and effective multidisciplinary team.
6. Proficiency in the use of computer and telecommunications technology.

**Position Requirements**

**Pre-employment**

* The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted:
1. Conviction check in the following conviction areas:
2. Crimes of violence
3. Sex related offences
4. Serious drug offences
5. Crimes involving dishonesty
6. Serious traffic offences
7. Any other offences under the *Biosecurity Act 2019*, or related legislation
* Satisfactory security clearance as required by port authorities.

**Essential Requirements**

* Current unrestricted motor vehicle driver’s licence.

Desirable Qualifications and Requirements

* A Certificate III or Certificate IV qualification in plant health, animal health, land management or invasive species management biosecurity emergency management or government investigations or statutory compliance 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.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** 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 NRE Tas 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), fire in national parks and other reserves, 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.nre.tas.gov.au](http://www.nre.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.

# NRE Tas 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 NRE Tas.

# 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).

**Special Employment Conditions**

The occupant may be required to work in accordance with an approved roster with weekend and afterhours availability.

Some intrastate travel will be required, and some interstate travel may be required.