

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Team Leader (Plant Biosecurity Policy)
<b>Position number</b>	708221
<b>Division/Business Unit/Branch</b>	Primary Industries & Water / Biosecurity Tasmania / Plant Biosecurity and Diagnostics Branch
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	Professional Stream, Band 3
<b>Position Status</b>	Permanent
<b>Full Time Equivalent (FTE)</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Ordinary hours per week</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Location</b>	Hobart, Launceston, Burnie or Devonport (by negotiation)
<b>Reports to</b>	Chief Plant Health Manager (Tasmania)

### Position Purpose

The purpose of the role is to lead a team of technical, policy and associated support staff across Tasmania within the Plant Biosecurity Policy team and provide high level technical advice on matters related to plant biosecurity policy inclusive of risk analysis and market access in support of the Tasmanian Biosecurity System.

### Major Duties

- Manage the human, physical, financial and information resources of the team to ensure the effective development of evidence-based plant biosecurity policy, regulations, and State positions on plant biosecurity as part of the national biosecurity system.
- Initiate and supervise policy input to the Tasmanian Biosecurity system such as pest risk analyses, commodity import requirements, and market access applications to deliver scientifically informed policy.
- Provide authoritative advice in relation to the implementation and application of the *Biosecurity Act 2019* and other similar legislation in relation to plant biosecurity.
- Represent the Department to liaise with clients in industry, government departments and other organisation in Tasmania, nationally and internally, to monitor and communicate developments and provide information and advice to all stakeholders on matters related to biosecurity.
- Initiate, and assist with the development and implementation of biosecurity policies, review of Import Risk Analyses (IRAs) and preparation of submissions and briefings.

- 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:

- efficient and effective program or service delivery including budget management, optimise use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability.
- managing the performance and development of staff.
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management for; 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 and for promoting the principles of managing diversity.

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

- guidance and instruction may on occasion be provided on the implementation of highly technically complex modifications that provide solutions consistent with policy, regulatory and/or technological requirements and developments.

## **Knowledge, Skills and Experience (Selection Criteria)**

1. High level knowledge, expertise and extensive experience in plant biosecurity policy including an understanding of biosecurity principles and proven ability to provide advice on regulatory matters in relation to pest and/or disease management in the plant or animal industries.
2. High level knowledge of primary industries in Tasmania or in a similar climatic environment, including working knowledge of legislation and proven ability to provide legislative advice related to plant health policy in support of proper discharge of legal requirements in relation to plant biosecurity in Tasmania. including advice on domestic and international market access.
3. Highly developed management skills and expertise to lead an operational unit. An understanding of contemporary management practices and demonstrated experience and the ability to mentor and role-model less qualified or less experienced staff.
4. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
5. Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.

6. Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment; project management experience with a knowledge and understanding of contemporary project management practices.

## **Position Requirements**

### **Essential Requirements**

- A degree in science relevant to the professional duties to be undertaken, as provided by a university.

### **Desirable Qualifications and Requirements**

- A tertiary qualification in law.

## **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).