Department of Natural Resources and Environment Tasmania

**Statement of Duties**

**Position title** Senior Biosecurity Officer (Investigations and Intelligence)

Position number 709909 & 709910

Division/Business Unit/Branch Primary Industries and Water / Biosecurity Tasmania / Biosecurity Operations Branch

Award/Agreement Tasmanian State Service Award

Classification General Stream, Band 5

Position Status Permanent & Fixed term

Full Time Equivalent (FTE) 1.0 FTE (minimum 0.80 FTE, by negotiation)

Ordinary hours per week 36.75 hours (minimum 29.40 hours, by negotiation)

Location Launceston, Hobart or Devonport

Reports to State Regulation and Enforcement Coordinator

**Position Purpose**

The purpose of the role is to enhance the capacity of the Biosecurity Operations Branch by delivering advanced investigative methodologies and comprehensive intelligence collection and management. This includes applying expertise to complex cases under legislation administered by Biosecurity Tasmania, particularly in the areas of animal welfare, plant biosecurity, invasive species and product integrity. The position requires the occupant to be an authorised officer under the *Biosecurity Act 2019*, with a focus on ensuring compliance and mitigating risks through strategic enforcement and intelligence-led approaches.

**Major Duties**

* Provide high-level advice and guidance on investigation methodology and intelligence gathering, analysis and management to support the Biosecurity Operations Branch in achieving high standards of regulatory enforcement.
* Plan and lead complex and/or high-profile compliance investigations, collaborating with team members to conduct field work, collating and analysing evidence, and delivering enforcement outcomes in line with legislative and procedural frameworks.
* Implement contemporary intelligence practices for the collection, analysis and management of data, and proactively identify opportunities for improvement and modernization through endorsed research and best practice.
* Provide guidance, mentoring and training to less experienced colleagues to support continuous improvement in investigation techniques, intelligence management and other regulatory activities within the branch.
* Build and maintain positive consultative relationships with internal and external stakeholders, building robust information networks to support intelligence-driven operations and ensure the effective delivery of regulatory outcomes.
* Contribute to project delivery by actively participating in Business Unit projects, adhering to timelines and project plans, providing timely project status reports, instructional material and other key documentation to support departmental goals. and other relevant project and Department documentation, reports and records.
* 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:

* ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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:

* work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
* the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

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

1. Demonstrated in-depth knowledge and experience conducting regulatory and law enforcement investigations, with a particular emphasis on applying procedural fairness and ensuring equitable treatment of all parties.
2. High-level experience in intelligence collection, analysis, and management within a law enforcement context, utilising contemporary practices to support effective decision-making and enforcement actions.
3. Strong capacity to provide leadership, instruction and mentorship to junior or less experienced colleagues, coupled with the ability to collaborate effectively and work as a team to achieve common goals.
4. Excellent interpersonal and communication skills, demonstrating the ability to provide clear and authoritative oral and written advice, reports, and recommendations. Capable of liaising effectively with specialists, senior staff and stakeholders to negotiate outcomes that meet specified requirements.
5. Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
6. Well-developed organisational skills with a proven capacity to work autonomously, prioritise tasks and deal with competing demands within tight time frames. Proven ability to exercise initiative, flexibility, and creativity to meet complex operational challenges.

**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 checks are 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

Essential Requirements

* Current unrestricted motor vehicle driver’s licence.

Desirable Qualifications and Requirements

* Qualification/s relevant to the nature of the work to be undertaken, as provided by a university, 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).