Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

|  |  |
| --- | --- |
| **Position title**  | Senior Biosecurity Inspector (Invasive Species) |
| Position number | 707795 |
| Division/Business Unit/Branch | Primary Industries and Water / Biosecurity Tasmania / Biosecurity Operations |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| Position Status | 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 |
| Reports to  | Principal Biosecurity Officer |

**Position Purpose**

The purpose of the role is to assist in the operational delivery of Biosecurity Tasmania’s invasive species program ensuring that weeds and pest animals do not adversely impact Tasmania’s biodiversity, agriculture, community, or economy.

**Major Duties**

* Prioritise and investigate potential breaches of legislation and/or biosecurity risks by engaging with the public, landholders, and managers through enquiries and gathering evidence to facilitate the best outcomes for the department and Tasmania.
* Plan and coordinate regional eradication programs for new and emerging weeds and pest animals, including weeds and vertebrate pests declared under the *Biosecurity Act 2019*.
* Effectively engage and liaise with internal and external stakeholders to provide advice and support in relation to weeds and vertebrate pest management, to achieve Invasive Species Program objectives and legislative requirements.
* Contribute to the planning and coordination of staff and resources and lead local activities during an emergency response as required.
* Support staff to effectively deliver operational outcomes, identify and resolve problems and contribute to the development and implementation of best practice in operations.
* Contribute to the development and implementation of Local/Regional/State and National weed and vertebrate pest management plans and programs and provide input into the development of policies, standard operating procedures and operational plans to deliver on the Invasive Species Program objectives.
* Ensure high standards of data management and record keeping are maintained during operational activities.
* 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 guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, 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 direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant is expected to exercise judgement and initiative to meet the expected outcomes of the Branch.

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

1. Well-developed knowledge and expertise, or the capacity to acquire a well-developed knowledge and expertise of weed and vertebrate pest taxonomy, ecology and management relevant to land and water ecosystems along with management and control options including the use of herbicide and pesticide chemicals, and their application to control weeds and pests, safe-handling and alternative control options.
2. Well-developed knowledge and expertise, or the capacity to acquire a well-developed knowledge of the relevant Tasmanian legislation and regulations, departmental policies and guidelines related to weeds and vertebrate pests and the assets and natural values they impact upon with a demonstrated ability to interpret and apply legislation in a regulatory environment.
3. The ability to supervise and coordinate staff in operational situations and instruct, guide and mentor less experienced staff and to make decisions on operational performance. The ability to work independently and to contribute as a member of a team.
4. Highly developed communication and interpersonal skills including liaison, negotiation, stakeholder engagement and conflict resolution skills, and the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
5. Regulatory experience conducting investigations and the ability to exercise judgement in the application of policies, rules, and regulations and to apply specialised expertise to resolve complex operational issues.
6. 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.

**Position Requirements**

**Essential Requirements**

* A current motor vehicle driver’s licence.

**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

Desirable Qualifications and Requirements

* A tertiary qualification in land management, invasive species management, biosecurity emergency management, 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.
* Chemcert accreditation.

**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).