

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title:	Biosecurity Inspector
Position number:	701450
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:	Fixed Term
Full Time Equivalent (FTE):	0.16 FTE
Ordinary hours per week:	3 hours Saturday and Sunday (in accordance with an approved roster)
Location:	Devonport
Reports to:	Senior Biosecurity Inspector

Position Purpose

To work, as a member of a team, to ensure program plans and responses are successfully implemented to identify, prevent, and respond to biosecurity risks and to maintain high standards of animal welfare and product integrity in Tasmania.

Major Duties

- Undertake and report on biosecurity 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 and Commonwealth 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.

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;
- 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:

- 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.
- 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

Essential Requirements

- 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:
 - Satisfactory security clearance as required by port authorities.

Desirable 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.
- Current unrestricted full or provisional motor vehicle driver's licence.

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 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.

Special Employment Conditions

The occupant may be required to work in accordance with an approved roster or after hours and may be required to serve elsewhere on an as needs basis, at a level within the employee's competence and training.

Intrastate travel will be required, and some interstate travel may be required.