Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Senior Biosecurity Officer (Travellers and Cargo) |
| Position number | 709904 & 709905 |
| Division/Business Unit/Branch | Primary Industries and Water / Biosecurity Tasmania / Biosecurity Operations |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| 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 | Hobart and Launceston |
| Reports to | Principal Biosecurity Officer |

**Position Purpose**

The purpose of the role is to lead a team of officers in the clearance of travellers and cargo in varying operational environments to detect and prevent biosecurity risks to Tasmania’s agriculture, environment, and way of life. Lead small projects or portfolios to develop organisational capacity in specific areas. The occupant of this position will be required to be an authorised officer under the *Biosecurity Act 2019.*

**Major Duties**

* Lead and coordinate a team to undertake and report on biosecurity surveillance, control and eradication activities in accordance with the requirements of program plans, policies, legislation and standard operating procedures. A particular focus will be on biosecurity operations at port areas, including airports and seaports.
* Undertake regulatory activities, including investigation of suspected non-compliance and conduct of enforcement activities specific to cargo or travellers arriving at Tasmanian airports, seaports, cruise terminals and post and freight terminals, including exports and market access, under State and Commonwealth legislation administered by Biosecurity Tasmania.
* Assist in the planning and coordination of staff and resources during the delivery of biosecurity and emergency responses and lead local emergency response activities.
* Investigate and review reports on biosecurity incidents and assist in the identification, analysis and response to causal factors to manage the incident and to minimise the risks of repeated incidents.
* Effectively engage with internal and external stakeholders to provide timely and accurate advice on relevant biosecurity legislation, policies and practices.
* Supervise other operational teams, including Biosecurity Tasmania Detector Dog Teams, in the effectively delivery of relevant operational outcomes.
* Identify and resolve problems and contribute to the development and implementation of best practice in operations.
* Lead a portfolio of work or projects to develop organisational capacity or capability or to provide oversight to an operational project.
* Provide and review advice to Branch management on technical and operational issues.
* Provide input into the development of policies, standard operating procedures and plans to deliver on program objectives.
* Ensure high standards of data management and record keeping are maintained during operational activities.

**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. In depth knowledge and experience in coordinating and conducting biosecurity surveillance, regulatory and extension activities across the biosecurity continuum.
2. In depth knowledge, or ability to rapidly acquire sound knowledge, of biosecurity management practices and legislation including the demonstrated ability to interpret and apply legislation in a regulatory environment.
3. The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
4. Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and 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, determine priorities and deal with competing demands within limited 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

A bachelor’s degree or Diploma in Biosecurity, Biology, Horticultural or Agricultural Science, Government (Investigations) or Biosecurity Emergency Management or Certificate IV Government (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 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.

Some intrastate and interstate travel may be required.