

Role Description

Senior Biosecurity Officer



Role Description Fields	Details
Cluster	Planning and Environment
Department/Agency	Lord Howe Island Board
Division/Branch/Unit	Environment and Community Services
Role number	Generic
Classification/Grade/Band	LHI Officer Grade 5
Senior executive work level standards	Not Applicable
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	30 September 2022
Agency Website	http://www.lhib.nsw.gov.au

Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act 1953. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. "Island" as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball's Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board has a clear Charter to exercise community leadership, protect and preserve the environment, support the Island's economy, manage land, provide infrastructure and services to the Island community and build a strong and healthy community.

The Lord Howe Island Board is part of the NSW Planning and Environment cluster. Our vision is to create thriving environments, communities and economies for the people of New South Wales.

Primary purpose of the role

The Senior Biosecurity Officer provides operational support for the delivery and on-going review of the Lord Howe Island Biosecurity Strategy, Rodent Biosecurity Plan and the North Coast Strategic Pest Animal Management Plan. The role undertakes functions of an Authorised Officer under the NSW Biosecurity Act 2015 and works across the spectrum of Prevention, Preparedness and Incursion Response, reducing biosecurity risks both on the mainland and on Lord Howe Island.

Key accountabilities

- Coordinate the on-ground delivery of biosecurity programs and advisory services to implement strategies and plans and ensure biosecurity risks are mitigated at the local level
- Oversight and management of staff and contractors carrying out biosecurity field operations both on the island and at departure ports
- Manage the health and welfare of the biosecurity detection dogs
- Provide accurate data, reporting, recommendations and insights to assist in operational decision making.

- Maintain a working knowledge of the legislative and regulatory requirements related to pest animal management to achieve intended outcomes, including compliance with relevant legislation, policies and procedures, and state, region and Local Plans
- Undertake activities in relation to emergency planning, preparedness, response and recovery
- Contribute to the development and implementation of plans and strategies to enhance customer and stakeholder understanding of the animal and plant biosecurity
- Coordinate and lead operational projects, including animal and plant biosecurity surveillance activities and disease investigations to ensure the rapid identification of new and emerging biosecurity threats, providing recommendations to local management to ensure a timely response
- Deliver compliance programs to ensure legislated biosecurity obligations including pest and disease management and livestock and plant traceability meet performance standards
- Undertake monitoring, evaluation, reporting and improvement (MERI) activities, to demonstrate that objectives are met.

Key challenges

- Translating priorities, plans and standards into effective on ground field programs and projects, and balancing role requirements in an environment which is technically complex, often unpredictable, fast moving and where immediate requirements can take precedence over planned activities, implementing effective plans to deal with new and emerging biosecurity issues, given changing industry and community expectations.
- Collaborating and coordinating with staff and stakeholders to implement legislative requirements, policies, procedures and guidelines across a broad range of activities.

Key relationships

Internal

Who	Why
Team Leader Biosecurity	• Receive direction and support in the development and implementation of programs and advisory services • Provide advice and contribute to decision making regarding projects and issues • Provide regular updates on projects and priorities, escalating issues and proposing solutions
Team Members	• Work in collaboration to provide programs and advisory services to meet the service delivery needs of the Local Area, meet compliance objectives and deliver plans • Seek information and provide advice with regard to the biosecurity function
Direct Reports	• Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards
Other Function Staff	• Develop and maintain effective relationships and open channels of communication • Collaborate and provide information and advice relevant to the delivery of function programs and advisory services
Other Staff	• Collaborate to achieve outcomes

External

Who	Why
Customers	Seek to understand the customer's needs in the implementation of projects and initiatives aligned with outcomes
Stakeholders and Investors	Seek data and information and deliver advice and support in partnership to achieve objectives
Service Providers / Contractors	Coordinate to ensure services are provided in accordance with contract deliverables

Role dimensions

Decision making

Makes day to day decisions with regard to operational and field support services to manage biosecurity issues

Reporting line

Team Leader Biosecurity

Direct reports

The role supervises up to 5 direct reports.

Budget/Expenditure

Nil.

Key knowledge and experience

- Demonstrated experience or qualification in natural resource management and/or biosecurity.
- Ability to work independently with minimal supervision in remote areas.
- Ability to use computers for information management

Essential requirements

- Demonstrated experience or qualification in natural resource management and/or biosecurity.
- Ability to work independently with minimal supervision in remote areas.
- Ability to use computers for information management

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

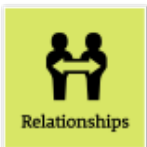
The capabilities are separated into focus capabilities and complementary capabilities

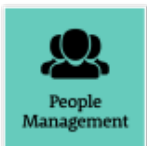
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
 Relationships	Work Collaboratively Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational