

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Senior Inspector (Animal Welfare and Biosecurity)
Position number	707720
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 0.8 FTE, by negotiation)
Ordinary hours per week	36.75 hours (minimum 29.40 hours, by negotiation)
Location	Hobart
Reports to	Program Coordinator (Animal Welfare, Biosecurity and Product Integrity).

Position Purpose

Coordinate the delivery of Biosecurity Tasmania's field-level regulatory activities relating to animal welfare, animal biosecurity and product integrity, to help protect Tasmania's primary production industries, environment and way of life.

Major Duties

- Investigate potential breaches of legislation, secure evidence and provide reports relating to animal welfare, product integrity and biosecurity, assisting in the identification, analysis and management of possible impacts, and to minimise the risks of repeated occurrences.
- Undertake and report on animal welfare, biosecurity and product integrity activities in the field, in accordance with the requirements of program plans, policies, legislation and standard operating procedures.
- Effectively engage with internal and external stakeholders to provide advice, mentoring and training in animal welfare, biosecurity, and product integrity relating to legislation, policies and practices.
- 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 and assist in the planning and coordination of staff and resources for field operations.
- Support other operational teams, identify and resolve problems and contribute to the development and implementation of best practice in operations.

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Responsibility, Decision-Making and Direction

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately for relevant activities to meet Biosecurity Tasmania's 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:

- 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.
- the occupant is expected to exercise judgement and initiative to meet the expected outcomes of the Biosecurity Operations Branch.

Knowledge, Skills and Experience (Selection Criteria)

1. Demonstrated regulatory experience conducting investigations relevant to animal welfare, biosecurity and/or product integrity surveillance, and other biosecurity regulatory functions and extension activities.
2. Well-developed knowledge and expertise, or the capacity to acquire a well-developed knowledge and expertise of animal welfare, biosecurity, or product integrity management practices and legislation including demonstrated ability to interpret and apply legislation in a regulatory environment.
3. The ability to work with minimal supervision, coordinate regulatory operations and contribute as a team member.
4. Highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
5. 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

Pre-employment

- A National Police Check is to be undertaken that satisfies the requirements of Section 18 of the *Biosecurity Act 2019*.

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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.
- A current motor vehicle driver's licence.

Desirable Qualifications and Requirements

- Certificate IV in Government (Investigations), or equivalent.
- Certificate IV or higher qualifications in animal science, agriculture or a related discipline.
- Firearms licence, or capacity to obtain a firearms 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.

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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 work elsewhere on an as needs basis, at a level within the employee's competence and training.
- Some intrastate and interstate travel may be required.