

Job description

Agency	Department of Industry, Tourism and Trade	Work unit	Animal Welfare Branch – Biosecurity and Animal Welfare
Job title	Director	Designation	Senior Administrative Officer 1
Job type	Full time	Duration	Ongoing
Salary	\$123,559 - \$138,034	Location	Darwin
Position number	24299	RTF	270023
		Closing	21/06/2023
Contact officer	Lorraine Corowa on 08 8999 2390 or lorraine.corowa@nt.gov.au		
About the agency	www.industry.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=270023		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

To provide strategic direction, leadership and management of the Animal Welfare Branch (AWB) and its roles and responsibilities under the *Animal Protection Act 2018* and the *Animal Protection Regulations 2022*.

Context statement

To ensure that animals are treated humanely, to prevent cruelty to animals and to promote community awareness about the welfare of animals across the Northern Territory, particularly in remote communities.

Key duties and responsibilities

1. Provide effective leadership and strategic direction to the AWB and management of a small busy team of inspectors responding to multiple concurrent animal welfare matters.
2. Oversee investigations of possible breaches of the *Animal Protection Act 2018*, the preparation of prosecution briefs and prosecution activities.
3. Lead the development of legislation, regulations, best practice policies and standard operating procedures to protect animals in the Northern Territory.
4. Establish appropriate performance measures for monitoring and evaluating the performance of the AWB in order to improve service delivery and outcomes.
5. Manage and be accountable for the AWB's performance through the effective and efficient management of human, financial, physical and information resources.
6. Prepare high level submissions and ministerial responses on animal welfare issues.
7. Provide high level support and expert advice to the Ministerially appointed Animal Welfare Committee.
8. Establish and maintain effective consultation and communication with a wide variety of client and community groups and stakeholders to promote positive animal welfare outcomes in the Northern Territory.
9. Participate in emergency biosecurity response activities as required by the Senior Executive Director, Biosecurity and Animal Welfare.

Selection criteria

Essential

1. Demonstrated staff leadership and management experience at the Director level to lead a small busy team of animal welfare inspectors.
2. Experience working in high pressure environments with compliance and enforcement being a core function.
3. A high degree of personal motivation, initiative, flexibility and integrity.
4. Demonstrated compliance experience interpreting and applying legislation and regulations and previous experience leading prosecution activities.
5. Highly developed written and oral communication skills to provide concise and accurate reports, briefs, submissions and high level presentations.
6. Highly developed negotiation and conflict resolution skills to deal positively with a broad range of stakeholders, community representatives and complainants.
7. Current Northern Territory Driver's Licence and an ability and willingness to travel to remote locations, which may include overnight stays.

Desirable

1. Tertiary qualifications in business, government, project management or related field.
2. A Certificate IV in Investigations (Government) or equivalent.
3. Experience dealing with stock, wildlife and companion animals.
4. Knowledge and understanding of the animal welfare environment and issues within the Northern Territory and nationally.

Further information

The successful applicant is required to wear a uniform in accordance with the Animal Welfare Branch Uniform Policy.

Applicants may be requested to undertake psychometric evaluation, criminal history check or team role analysis.

Approved: 29 May 2023

Lorraine Corowa Senior Executive Director Biosecurity and Animal Welfare