Department of
Primary Industries and
Regional Development

GOVERNMENT OF
WESTERN AUSTRALIA

Job Description Form (JDF)

Position details

Position title:	Biosecurity Officer
Position number:	Generic
Classification:	Level 3
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2022
Pillar:	Sustainability and Biosecurity
Directorate:	Biosecurity
Branch:	Various

Reporting relationships

Reports to:	Various
	This position
Direct reports:	Various

Role summary

Working under general direction, provides experienced high-level technical support and inspection activities to prevent and manage biosecurity risks.

The Biosecurity Directorate works to protect Western Australia's economy, environment, and people by preventing or managing risk from pests and diseases that impact animals, plants, and the aquatic and terrestrial environments.

Biosecurity Officers provide technical knowledge and on-ground presence to manage and protect our agriculture and aquatic resources and strengthen WA's biosecurity status.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect**: to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow**: to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate**: to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Regulatory and Inspection

- Executes disease and pest surveillance, control and eradication programs under relevant biosecurity arrangements and legislation.
- Undertakes biosecurity inspection and associated document checks of livestock and/or agricultural, aquaculture, fisheries, forestry and other products at markets, saleyards, aggregation points, abattoirs and other premises as required under relevant biosecurity programs and legislation.
- Carries out property and other premise inspections as required under the relevant legislation.
- Issues and manages regulatory instruments to manage biosecurity risk as required under relevant legislation.

Technical

- Maintains a state of readiness to deal with pest and disease or contamination incidents and emergencies.
- Provides assistance to experimental, survey, sampling and analytical tasks.
- Records, tabulates and collates research and surveys.
- Undertakes collection and preparing samples for laboratory testing and other analyses.
- Assists with the collation, analysis and preparation of reports.
- Participates in the implementation and evaluation of procedures and operations.
- Carries out investigational and experimental work as required.
- Maintains comprehensive records of biosecurity regulatory activities.
- Maintains databases relating to activities within biosecurity projects.

Extension/Advisory

- Provides biosecurity information to producers, industry and community groups as required.
- Promotes best practice biosecurity, animal welfare and product integrity.

General

- Participates in biosecurity and other emergency and incident responses as required.
- Completes higher-level project work and reporting under general direction.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience undertaking field, regulatory, surveillance and/or inspection activities.
2. Job specific knowledge such as knowledge of livestock industries including stock husbandry and handling.

Core capabilities

3. *Build effective relationships:* Demonstrated ability to communicate effectively and succinctly with a diverse range of people at all levels using verbal, written and interpersonal skills.

4. *Challenge for innovation:* Demonstrated ability to develop or suggest solutions for business improvements.

5. *Think strategically:* Demonstrated ability to interpret, apply and advise on relevant acts, regulations, policies, procedures and systems.

6. *Deliver in a changing environment:* Demonstrated initiative and sound organisational skills, including the ability to identify priorities and meet conflicting timelines.

7. *Lead and empower others:* Ability to work collaboratively within a team environment and contribute to the achievement of team goals.

Desirable criteria

1. Certificate III in Agriculture or equivalent.

Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title:	Deputy Director General, Sustainability and Biosecurity
Endorsement Date:	28 July 2023