



Director - PEQ Strategic Policy

Job Reference	2023/4120
Classification	EL 2 - \$136,118 - \$158,149
Division	Biosecurity Plant and Science Services
Branch	Post Entry Quarantine
Section	PEQ
Location	Mickleham (VIC), Canberra (ACT)
Employment Status	Ongoing (permanent)
Hours	Full Time or Part Time
Security Clearance	Baseline Vetting

Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

The Post-Entry Quarantine Group (PEQ) is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

The Job

As the Director of Strategic Policy for the PEQ Group you will work with a dedicated group of officers who are committed to maintaining and improving Australia's biosecurity system. The successful applicant will need to enjoy working in a fast-paced and changing work environment, display initiative, have sound judgement, a collaborative attitude and deliver high quality work within tight deadlines.

Key duties include, but are not limited to:

- Providing high level senior leadership to the PEQ Group to support the management of biosecurity risks associated with the post-entry quarantine of plants and animals in a purpose-built quarantine facility.
- Development and implementation of PEQ financial, safety, property and workforce strategies, including liaising broadly with internal and external stakeholders.
- Providing high level leadership and advice in relation to financial matters affecting PEQ operations.
- Development and management of budgets including the appropriate forecasting of resources
- Providing high level advice and support to staff on property related matters at PEQ including working with department enabling services.
- Lead innovative solutions to complex WHS issues across site, including engagement with subject matter experts.
- Providing high level advice and support in the planning, prioritising, and managing resources in accordance with departmental goals and objectives in a cost recovery environment.
- Contributing to the development, promotion and implementation of innovative and contemporary business strategies to improve PEQ delivery.

What we are looking for

Knowledge and experience

A significant aspect of these position involves the leadership and development of strategic policies therefore experience working in a similar environment would be an advantage. In addition, knowledge or previous experience in any of the following would be advantageous:

- A comprehensive understanding of Australia's biosecurity system, biosecurity concepts and the ability to interpret and apply relevant policy and legislation.
- High level communication skills and the ability to work collaboratively in a complex organisation.
- An understanding of government processes and experience in preparing briefings, minutes and complex correspondence.
- Experience in a regulatory environment.

Skills and capabilities

- Ability to work collaboratively with technical experts, national programs, importers and stakeholders to deliver Departmental services within a risk based operational environment.
- Provision of leadership, direction and support to staff delivering departmental services.
- Effectively and efficiently managing staffing, finances and other resources.
- Demonstrated ability to work with a high level of autonomy under broad direction in a busy, dynamic and complex operational environment.
- Demonstrated ability to develop and meet objectives; deliver high quality results within tight deadlines.
- Effectively communicating and representing the Department in dealings with government agencies, industry bodies, importers and stakeholders.
- Ability to contribute to the development of and implementation of planning priorities and associated governance to monitor performance.

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry you must be an Australian citizen.

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

MSIC and ASIC Licences – If the position requires unescorted access within an aviation or maritime security zone, you will be required to obtain and maintain an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC).

Requirement to be vaccinated under public health orders

It may be a condition of your employment that:

1. if you are required to be vaccinated against COVID-19 under an applicable Australian law; or
2. if the department is unable under an applicable Australian law to permit you to attend for work (ie outside of your usual place of residence) unless you are vaccinated against COVID-19,

you must be up to date with your COVID-19 vaccinations, and you must also comply with all recommendations from public health authorities regarding any additional vaccinations that ensure the effectiveness of the COVID-19 vaccine that you have received.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers licence
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Statement of Claims

Applicants are required to submit a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, capabilities, knowledge, and experience and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value to the job and the organisation. You must make sure that you adequately address each key area or point and cite

evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrate how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

The Australian Public Service Commission has produced an excellent guide to applying for jobs in the Australian Public Service. You can access this information at APSCs [Cracking the Code](#).

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>.

Contact

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Closing Date

Applications close:	11:00 pm (AEDT) on 13 March 2024
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