

Job Description

Agency	Department of Industry, Tourism and Trade	Work unit	Livestock Biosecurity Unit – Biosecurity and Animal Welfare - Berrimah Farm
Job title	Executive Officer Boards and Committees	Designation	Administrative Officer 6
Job type	Full time	Duration	Ongoing
Salary	\$94,620 - \$105,609	Location	Darwin
Position number	24810 RTF 291290	Closing	13/03/2024
Contact officer	Vidya Bhardwaj on 08 8999 2251 or Vidya.Bhardwaj@nt.gov.au		
About the agency	www.industry.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=291290		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

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](#).

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 high level, evidence-based advice to the Veterinary Board NT, Animal Welfare Advisory Committee and other committees within the Biosecurity and Animal Welfare Unit to ensure a responsive, high-quality cost-effective administration functions in order to fulfil operational requirements. Provide high level Executive Officer support to the Chief Veterinary Officer and the Livestock Biosecurity Unit.

Context statement

The Livestock Biosecurity Unit has responsibility for the regulation of the livestock industries in the NT and the Veterinary Board of Northern Territory has the responsibility for the regulation of Veterinarians in the NT.

Key duties and responsibilities

1. Function as the Veterinary Registrar under the *Northern Territory Veterinarians Act 1994*.
2. Manage the administration processes for the Veterinary Board including the registration and complaints processes.
3. Maintain communications with the public and the veterinary profession on behalf of the Board.
4. Work closely with the board and committees to provide confidential support and accurate professional advice to ensure the board and committees remain compliant with the legislation and governance framework for robust decision making.
5. Provide high level Executive Officer support to the Chief Veterinary Officer and the Livestock Biosecurity Team, including support for business and human resource planning and overall budget monitoring, working in conjunction with the BAW Business Managers.
6. Support emergency disease and pest responses in the Northern Territory through specific emergency roles in the control centre, including support in the Emergency Operations Centre.

Selection criteria

1. Extensive experience in providing executive administrative support services.
2. Demonstrated effective communication and interpersonal skills including a flexible approach to undertaking a wide variety of projects and tasks.
3. Extensive experience and ability in interpreting and applying legislation.
4. Ability to work in a team environment and demonstrated knowledge of fair decision-making and natural justice and the importance of exercising discretion and maintaining confidentiality.
5. Ability to undertake research and investigations and formal hearings and knowledge of requirements related to gathering probative evidence.
6. Proven capacity to deal with competing priorities and meet deadlines.
7. Demonstrated experience in preparing high quality reports.

Desirable

1. Certificate IV in Government Investigations or ability to obtain.
2. A working knowledge of human resource and financial systems used in the NTPS.
3. A relevant tertiary qualification in Human/Financial or Business-related disciplines.

Further information

Additional inclusions may include further information that is relevant to the vacancy, for example, criminal history checks, flexibility in starting dates, requirements for travel, etc.

Approved: 27th February 2024

Rob Williams A/Senior Executive Director BAW