

Job Description

Position Details

Title	Biosecurity Coordinator	Position #	S10196
Grade	12	Band/Level	2/3
Directorate	City Development	Department	Environmental Services
Team	Land Management	Location	Bomaderry
Status/Type	Permanent Full Time	Hours	35 hours/ Week
Reports to	Lead – Land Management	Supervisor Position #	S11631
# of Direct Reports	6	# of Indirect Reports	
Applicable Allowances	Not applicable	Vehicle - Operational or Leaseback (discretionary benefit)	Leaseback

Primary Purpose of the Position

- Manage Council's regulatory responsibilities under the Biosecurity Act (2015). Under the Biosecurity Act 2015 Shoalhaven City Council is the Local Control Authority with the legal obligation to manage the biosecurity risk posed or likely to be posed to human health, the economy, community and environment by priority weeds. Council is also required to manage pest animals on the land it manages.
- Oversee the delivery of weed and pest animal control across Council-managed land as requested by Council's land custodians.
- Promote the awareness of weeds and pests within the community and other land managers within the Shoalhaven using the media, field days, presentations, etc. Promote best-practice control methods.
- Lead and manage the operations of Biosecurity staff, finances, and assets in accordance with Council policy, procedures and objectives.

Selection Criteria

Essential Qualifications, Licences and Experience

- Degree in Biosecurity, Natural Resource Management, Environmental Science, Horticulture or Agriculture, or equivalent.
- Extensive relevant experience in the management of pest plants and animals.
- Current Class C Driver's Licence
- Industry experience in dealing with vegetation and/or pest animal management using pesticides, biological controls and other methods.
- Demonstrated knowledge, experience and understanding of a risk management approach to vegetation and/or pest animal management involving the use of chemicals.
- Experience in the use of computer software and user level database management.

- Experience in managing staff

Desirable Qualifications, Licences and Experience

- Current AQF4 Chemical User Accreditation

Essential Leadership/Management Skills

- Demonstrated ability in team management.
- Demonstrated ability to develop, manage and work within available budgets and resourcing levels.
- Demonstrated ability to liaise closely with property owner and occupiers to achieve negotiated outcomes.
- Ability to liaise closely with officers from other government agencies to secure funding and to achieve negotiated outcomes.

Essential Technical Skills

- Demonstrated detailed understanding of the Biosecurity Act (2015) and Pesticides Act (1999) and associated regulations.
- Demonstrated knowledge, understanding and implementation of environmental legislation and the application of environmental standards.
- Excellent understanding of integrated weed and pest animal control management
- Demonstrated well-developed negotiation and conflict resolution skills.
- Demonstrated ability to identify plants.

Desirable Criteria

- An understanding of the local government environment.
- Demonstrated ability to raise funds from sources external to Council.

Principle Duties and Responsibilities

- Manage the private property inspection program to ascertain the level of weed infestation and make recommendations to control infestations.
- Determine the need for legal action in accordance with the Biosecurity Act (2015).
- Issue Weed Control Notices or Penalty Notices to ensure that weed control activities are carried out.
- Implement Council's weed and pest control programs for land under the care, control and management of Council as requested by relevant Council asset custodians.
- Prepare and maintain Council's Pesticide Notification Plan and input to Council's Biosecurity website pages including notifications of proposed pesticide use.
- Prepare and implement public education programs including organising media releases/publicity, concerning weeds and pests, their spread and control methods.
- Prepare grant applications to obtain supplementary funds for the control of weeds, including liaising with other coastal Councils to potentially develop funding applications for the control of priority weeds and pests on a regional basis.
- Prepare reports relating to the expenditure of grant funds and weed control activities carried out by Council on an annual basis.
- Represent Council and attend meetings in relation to the management of weeds.
- Oversee the maintenance of Council's mapping and property inspection database.

Delegations

- This position has delegation from the CEO to enact legislative or policy provisions.

- The holder of this position is considered a Designated Officer (i.e. Required to complete Annual Pecuniary Interest return).
- This is a Key Management position in accordance with Accounting Standards which requires completion of Annual Disclosure.
- The Financial Delegations of the position is \$10,000

Overall Corporate Responsibilities

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council's Core Organisational Values - **Respect, Integrity, Adaptability & Collaboration.**
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council's Records Management Policies; ensure that all appropriate records are captured into Council's recordkeeping system efficiently and effectively.

Other Information

Award / Agreement

Local Government (State) Award

Span of Hours

6:00 am to 6:00 pm

Spread of Hours

Monday to Sunday

Arrangement of Hours

35 hours within one week provided that at least two days off shall be granted

Pre-Employment Requirements			
WWCC Required Y/N:	N	Police Check Y/N:	N
Pre-employment medical category:	3	Qualification Check Y/N:	Y

Date last reviewed:	23/01/2024
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***This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency.*

Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.