



Veterinary Officer

Job Reference	2024/1050
Classification	APS 6 (Veterinarian VO2) - \$99,196 - \$129,593
Division	Exports & Veterinary Services
Branch	Veterinary & Export Meat
Section	Live Animals
Location	Brisbane (QLD), Darwin (NT) Melbourne (VIC), Mickleham (VIC), Perth (WA), Sydney (NSW) and Townsville (QLD)
Employment Status	Both Ongoing (permanent) and Non-Ongoing (temporary)
Hours	Full-time or part-time
Security Clearance	Baseline Vetting

Who we are

The Exports and Veterinary Services Division regulates export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. The division develops strategies to gain, improve or maintain market access for a wide range of animal products. The division delivers the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. The division manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. The division actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics and other goods.

The Veterinary and Export Meat Branch (VEMB) undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The Live Animal Section provides veterinary and technical assessments, inspections and certification for live animals and animal genetic material. Officers within the Live Animal section complete activities at regional offices, airports, seaports and third-party premises around Australia. The teams comprise Principal Veterinary Officers, Senior Veterinary Officers, Regional Veterinary Officers, Biosecurity Officers and Administration Officers. Within the Live Animal Section you will be using your authority under the *Export Control Act 2020* and *Biosecurity Act 2015* to ensure compliance:

- with Australian and international biosecurity requirements
- in the export and import of live animals and genetic materials.

The department recognises the importance of mental wellbeing and the prevalence of mental health issues within the veterinary workforce. We take a proactive approach to the support and advocacy of mental health with a range of wellbeing and mental health resources, information and tools available to promote good mental wellbeing.

The Jobs

As a Veterinary Officer the duties of the role include, but are not limited to:

- assessing and processing export and import applications and supporting documents for live animals and animal reproductive materials
- communicating proactively and regularly (verbal and written) with internal and external stakeholders
- maintaining accurate digital and manual records
- auditing and approving properties for horse and livestock consignments and artificial breeding centres
- managing illegal or accidentally imported animals
- working collaboratively as a team with other Regional Veterinary Officers (RVOs) and Biosecurity Officers

Additional duties for Melbourne RVOs

In addition to the above duties you will be required to:

- assisting with Post Entry Quarantine as required, including performing veterinary health checks of companion animals, supervising the sampling of imported horses and taking samples from imported pigeons and poultry.

Applicants should note that as a Veterinary Officer in VEMB you may be required to undertake activities across export meat and live animal veterinary officer roles. VEMB undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

Please note that this selection process will initially be used to fill a number of vacancies in the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill **future ongoing and non-ongoing vacancies** in the branch where the duties are of a similar nature. Non-ongoing (specified-term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Non ongoing (casual) contracts will be offered for periods of up to two years. Some of these non-ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool may be used to fill the vacancy on an ongoing basis.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

What we are looking for

Knowledge and experience

- Knowledge of, or an interest in, public health veterinary science.
- Knowledge of, or the ability to quickly acquire knowledge of, the principles that underpin Australia's biosecurity requirements.

Skills and capabilities

- A demonstrated ability to clearly and professionally communicate (verbally and in writing) with colleagues and external stakeholders in a timely manner.
- Openness to change and the ability to work flexibly when team priorities change.
- A demonstrated ability to collaborate with colleagues and external stakeholders to build positive relationships whilst demonstrating fair and inclusive work practices.
- The ability to work autonomously (including taking a proactive approach to learning), take ownership of own work and meet deadlines.
- Strong attention to detail (including identifying and correcting errors) and accuracy in completing tasks.
- A demonstrated ability to interpret and confidently apply legislation, rules, policies, guidelines and codes of conduct.

Mandatory qualifications

To be considered for these positions you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

Information session

We will be holding an online information session (date TBC) where there will be a presentation on the role and an opportunity to ask questions. Staff with the relevant experience will be online to answer questions about the role. Please register your interest by emailing Mikala Welsh at Mikala.Welsh@aff.gov.au.

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Fisheries and Forestry applicants should be Australian citizens. We are however open to considering applications from non-citizens who have work rights in Australia.

Security Clearance - These positions require 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).

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- note that you may be required to perform occasional out-of-hours and weekend work
- wear an official uniform supplied by the department
- including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that the role will involve some interstate and intrastate travel to assist other regions to cover staff shortages (e.g. leave) or operational needs
- note that they may be required to travel occasionally to inspect live animal consignments, properties and/or artificial breeding centres.

Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (**750 words maximum**) outlining why you are interested in these positions and why you believe that you have the skills, capabilities, knowledge and experience to be considered for these roles. 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).

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

Name:	Mikala Welsh
Phone number:	0499 417 969
Email address:	Mikala.Welsh@aff.gov.au

Closing Date

Applications close: 11:00 pm (AEST) on Monday 3rd of June 2024.