

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Biosecurity Officer
Position Number	
Department	Corporate & Community
Section/ Stream/ Unit	Planning & Environment
Classification	Level B1 – B4, NBRC Certified Agreement 2018, Queensland Local Government Industry (Stream B) Award – State 2017
Reports To	Stream Leader

POSITION OBJECTIVES

To undertake the control, monitoring and reporting of invasive pests and the enforcement of the Biosecurity Act, and to support natural resource management activities in the North Burnett Region.

KEY RESPONSIBILITIES

- Exercise 'Authorised Officer' delegations and responsibilities and provide advice to stakeholders in line with Council's Biosecurity Plan and legislative requirements, particularly the *Biosecurity Act 2014*.
- Undertake pest monitoring (property inspections) and control (plants and animals) activities, including responding to customer service requests, whilst working individually or as part of a team across multiple land tenures using skills and 'Information Technology' to achieve outcomes.
- Undertake specific pest management programs such as spraying and trapping activities.
- Assist with implementation of vector (mosquito) control measures as per relevant programs.
- Assess stock route permit applications and undertake inspections of the stock route's condition and usage.
- Investigate and action customer service requests in relation to invasive species, wandering livestock, pest, domestic and native animals.
- Assist with inspection, monitoring and control activities of flying foxes as required.
- Keep appropriate records, compile reports and update Council Information Management Systems, including mapping.
- Participate in the on-call roster and attend call outs as required.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication skills, and ability to provide technical advice.
- Demonstrated computer skills and the ability to use mobile devices (tablets/ smart phones).
- Safely operate and maintain a variety of commercial plant/ equipment and tools relevant to the work area.
- Ability to provide and maintain effective and quality customer service.
- Ability to work effectively under remote supervision to manage time, plan, organise and prioritise own work to achieve defined outcomes.

- Experience in the effective use, maintenance and servicing of relevant plant, equipment and tools and possession of relevant tickets and / or licences required to safely and legally operate same.
- Ability to work in a physically demanding occupation, often in noisy and extreme conditions.
- Ability to apply Trade or equivalent level experience, adapt and transfer skills and knowledge in the effective operation and maintenance of equipment and tools.
- Ability to effectively exercise Authorised Persons delegations relevant to the position.
- Experience in the identification and control of various invasive species, animals, vectors, livestock and stock routes, including the appropriate and safe application of herbicides and pesticides.
- Participation in periodic health monitoring, and vaccination programs – including Q fever and Lyssavirus.

Qualifications, Training and Licences

- Current unrestricted 'C' class drivers licence.
- Possess a Work Safe in the Construction Industry Induction Certificate (White Card).
- Certificate III relevant to the work area, e.g. Certificate III in Conservation and Land Management.
- Competencies related to the application of herbicides, pesticides, and poison baits.
- Commercial Operator's Licence (for ground distribution of agricultural chemicals).
- Traffic Management Implementation Program licence.

Desirable

- Experience relevant to the work area, preferably within a local government context.
- First Aid and CPR qualifications.
- Certificate IV or higher in a discipline relevant to the work area.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

RISK MANAGEMENT

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.