

Role Description

Deputy Director General NSW Biosecurity & Food Safety



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Primary Industries
Division/Branch/Unit	NSW Biosecurity & Food Safety
Location	Sydney/Regional NSW
Classification/Grade/Band	Band 2
Senior Executive Work Level Standards	Work Contribution Stream :Agency Head
ANZSCO Code	111211
PCAT Code	3119192
Date of Approval	29 October 2014 (updated January 2020)
Agency Website	http://www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

NSW Primary Industries (NSW DPI) within NSW DPIE supports the development of stronger primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, the NSW Biosecurity & Food Safety is responsible for effective management and risk minimization of biosecurity threats to NSW as well as food safety throughout the food industry from primary production to point of sale. It ensures thorough chain evidence based approach to policy, and compliance with community standards for animal welfare in production and exhibited animals, and provides regional engagement and coordination in response to natural disasters impacting primary industries.

Primary purpose of the role

The Deputy Director General NSW Biosecurity & Food Safety leads biosecurity strategy and risk minimization for NSW to protect and grow market access and the economy and drives policy development and regulatory compliance for the food industry. The role has the legislative authority to ensure biohazard containment, food safety and animal welfare. The role directs the provision of information to educate stakeholders and provides reliable and timely advice to the Director General and Secretary and Minister.

Key accountabilities

- Lead the Biosecurity & Food Safety Division, directing human and physical resources and assets, leading organisational change, embedding risk management and governance practices and frameworks
- Oversee the risk management of biosecurity threats, including the provision and coordination of emergency and disaster responses, to minimize short and long term community impact, facilitate emergency prevention, response preparedness and recovery, and eradication programs
- Exercise legislative authority to manage and contain potential and actual biosecurity and food safety threats.
- Lead legislative reforms (local, state and at times the national level) and drive the policy settings and risk mitigation measures including audit and verification of legislative and regulatory compliance programs for food safety, food labelling, biosecurity and market access for NSW.
- Oversee the management of the research, education and advisory functions, to promote best practice, raise community and industry awareness, and provide scientifically sound advice
- Forge strategic long term partnerships with key internal and external stakeholders, to engage their support, influence decision making and ensure all perspectives are considered
- Lead and guide direct reports to achieve organisational and statutory objectives and focus on delivering timely, quality outcomes within budget
- Provide strategic direction and functional oversight, mentoring and building the skill sets required to enhance internal capability and ensure staff are adequately resourced to meet identified outcomes
- Deliver sustainable operational capability through the use of innovative technology, commercial structures and business solutions.

Key challenges

- Acting swiftly, decisively and with sound judgment, exercising legislative powers, to manage biosecurity threats and ensure food safety, market access and community safety.
- Ensure effective allocation of government funding towards biosecurity, food safety, consumer education, and compliance related projects, providing assistance and related activities given the budget cost constraints.
- Supporting the Minister and Director General while managing matters with high levels of political interest and public visibility, including highly sensitive issues that impact on the community, industry, the economy and the environment

Key relationships

Who	Why
Ministerial	
Minister Primary Industry	<ul style="list-style-type: none">• Advice and information on legislative, policy and sensitive biosecurity, food safety, chemical residue, animal welfare and international market access issues
Internal	
Director General Primary Industry	<ul style="list-style-type: none">• Providing strategic policy, program and legislative advice and information on a wide range of biosecurity, food safety, and trade market access issues

Who	Why
	<ul style="list-style-type: none"> • Develop and contribute to corporate strategy, provide briefings and advise on issues management
DPI Executive	<ul style="list-style-type: none"> • Work cohesively as part of the executive management team, coordinate activities and ensure mutual needs are met.
7 Direct reports	<ul style="list-style-type: none"> • Ensure a constructive and collegiate leadership approach and exchange of views and information to contribute to an effective leadership group with a corporate and departmental-wide perspective.
External	
State and Federal government agencies, peak industry bodies, key Consultative Committees	<ul style="list-style-type: none"> • Driving biosecurity policy, market access and legislative changes, representing DPI interests • Driving food safety, market access, compliance and education policy and regulatory changes, representing DPI interests • The liaison, negotiation and cooperation with other Department agencies and partners in relation to biosecurity, food safety, and market access to ensure NSW position and interests effectively represented and delivered.
Industry participants, consumers	<ul style="list-style-type: none"> • Providing comprehensive range of education programs to raise awareness of regulatory compliance and food safety issues.

Role dimensions

Decision making

Providing key leadership in policy development, analysis and the development of strategic, regulatory compliance solutions.

Operates with a high level of autonomy and legislative authority to implement remedial actions to manage biosecurity and food safety threats and enforce industry compliance

Accountable for advice provided to the Director General and Government on proposed courses of action

Reporting line

Director General Primary Industry

Direct reports

5-9 Direct Reports

Budget/Expenditure

Staff: 510






Opex: \$60m per annum

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Highly Advanced
	Act with Integrity	Highly Advanced
	Manage Self	Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
	Finance	Advanced
 Business Enablers	Technology	Advanced
	Procurement and Contract Management	Advanced
	Project Management	Advanced
	Manage and Develop People	Advanced
 People Management	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> Champion and act as an advocate for the highest standards of ethical and professional behaviour

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Drive a culture of integrity and professionalism across the organisation, and in dealings cross-government, cross-jurisdiction and outside of government • Define, communicate and evaluate ethical practices, standards and systems and reinforce their use • Create and promote a climate in which staff feel able to report apparent breaches of rules, policies and guidelines and act promptly and visibly in response to such reports
Relationships Commit to Customer Service	Highly Advanced	<ul style="list-style-type: none"> • Create a culture which embraces high quality customer service across the organisation, ensuring that management systems and processes drive service delivery outcomes • Engage and negotiate with stakeholders on strategic issues related to government policy, standards of customer service and accessibility, and provide expert, influential advice • Ensure that responsiveness to customer needs is central to the organisation's strategic planning processes • Set overall performance standards for service delivery across the organisation and monitor compliance
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes

Group and Capability	Level	Behavioural Indicators
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives <hr/> <ul style="list-style-type: none"> • Promote a sense of purpose and enable others to understand the links between government policy and organisational goals • Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them • Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Work to remove barriers to achievement of goals