



# Position Description

## Biosecurity Officer

Applications Close:  
5:00pm on Monday 28 October

<b>Position Title</b> Biosecurity Officer
<b>Position Number</b> WU10266
<b>Department</b> Works & Utilities
<b>Classification</b> Level 3, Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Certified Agreement 2023 (\$75,330.84)
<b>Terms of Employment</b> Full time

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Director of Works

### Supervision of:

No supervision applicable

### Internal Liaisons

Stock Routes, Commons and Saleyards Staff, Rural Services Manager/ Parks and Facilities Supervisor and other Council Departments.

### External liaisons

State Government Departments, Customers, Winton Shire Community at large and visitors to Winton as required.

## Position objectives

To improve the capacity of Council to manage the biosecurity obligations across Stock Routes, Town Common, Show Grounds, Saleyards, Landholders and Parks and Gardens within the region.

The position will:

- Develop pest management plans with landholders within the region.
- Build landholders skills and capabilities to effectively manage pest animals and weed through education, training and providing property-specific technical advice and labour (upon request) and assist in promoting knowledge and skills of the wider community to engage and participate in pest management awareness events, study tours and training events.
- Provide assistance to all staff to ensure that there is greater awareness of biosecurity risk and that Council is fully prepared for possible outbreaks of exotic or endemic diseases and harmful pests and developing on-farm biosecurity plans.
- Assist Council's Parks and Facilities Supervisor and staff to be across all environmental biosecurity requirements.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement

(CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

**Workplace Health and Safety**

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

**Reasonable care**

This includes:

- Taking reasonable care for their own health and safety
- Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or Supervisor.

Stopping work and notifying the Supervisor if there is imminent risk of injury

## Qualifications/Licences/Tickets required

The following qualifications and licences are:

### **Mandatory**

- Must possess and maintain a current “C” class manual drivers licence.
- A tertiary qualification in Biosecurity or demonstrated experience in this field.

Please Note; Q Fever vaccination is a mandatory requirement of this position. This will not hold up initial appointment but you will be required undergo mandatory vaccination or provide suitable documentation as proof of vaccination.

## Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Travel within the Shire will be required of this position and Council will supply a vehicle.
- Ability to work as a team member and contribute to team outcomes.
- The Council Employee Code of Conduct applies to this position; and
- Travel within the shire area will be required for this position and may require camping out within reason.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

### **General responsibilities and duties**

- Attend scheduled Rural Lands and other key stakeholders Meetings and provide reports that are informative and instructive to ensure all participants are fully informed of the work undertaken in relation to the Biosecurity Workplan and in particular how it interacts with Council's operations with regard to Stock Routes, Town Commons, Saleyards, Wild Dog Control and Show Grounds (when applicable).
- Ensure that accepted contemporary work standards are maintained throughout the workforce.
- Respond in a timely manner to enquires, requests and complaints from external and internal customers.
- Provide technical support to other Council Departments.
- Provide assistance to the Rural Services Manager when required (eg. Town Muster, Wild Dog Baiting, water runs & Dam inspections etc.)

### **Queensland Feral Pest Initiative Function**

- Design, submit for approval and implement the workplan for the project to include:
  - Minimising the Biosecurity risk to Livestock kept on land within the Region caused by the presence of Invasive Plants and Animals including wild dogs.
  - Facilitate appropriate responses to the impact caused by the presence of Invasive plants and animals including wild dogs.
  - Developing a pest management plan with landholders within the region.
  - Building landholders skills and capabilities to effectively manage pest animals and weed through education, training and providing property-specific technical advice and labour (upon request)

- Building the knowledge and skills of the wider community to engage and participate in pest management awareness events, study tours and training events.
  - Ensuring that all staff undertake their duties to ensure that there is greater awareness of biosecurity risk and that Council is fully prepared for possible outbreaks of exotic or endemic diseases and harmful pests and developing on-farm biosecurity plans.
- Support improved management of wild dogs as part of an integrated property pest management activities.
  - Provide mentoring, engagement, and capacity building (in particular increasing non-regulatory compliance) to support landholders to meet through pest and weed management obligations under the Biosecurity Act 2014.
  - Facilitate the development of property Biosecurity plans for the Winton Shire and promote ongoing continuous improvement and updating of same to ensure current and ongoing compliance for all parties.
  - Facilitate the setting of priorities at the local property level as well as the broader shire level incorporating co-investment of all key stakeholders.
  - Provide awareness and practical application of how local landowners can meet their general biosecurity obligations including information to assist them to actively undertake pest animal control, informed agreed risk management strategies and reduce the movement of pest animals from their properties supported by incentives.
  - Provide reports at a frequency determined by the Department of Agriculture and Fisheries funding agreement demonstrating the implementation of the Work plan and its effectiveness in reducing Biosecurity Risk and aligning with the National, State, Regional and local biosecurity priorities.
  - Actively participate in a nominated Departmental working group in the field of pest management and contribute knowledge on the departments design, delivery and implementation of any proposed pest management strategy.
  - Provide and enter required data in the Pest Central Database at the Department of Agriculture and Fisheries request.
  - Provide maps in accordance with the funding reporting obligations that clearly identify the location and type of work carried out in relation the activities of the role.

It is the responsibility of the Biosecurity Officer to ensure that they are fully aware of the KPI's to which they are responsible and also ensure that:

- All assigned tasks are completed efficiently and on time.
- They consistently meet all Workplace Health and Safety requirements of the position.
- They have a high level of participation and commitment to position outcomes.
- They consistently comply with Council policies and procedures.

Other duties within the capabilities of the staff member as directed by Council from time to time.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

**SC1** Demonstrated knowledge and skills in relation to working with Government Departments to meet funding guidelines including negotiating and developing work plans to meeting the milestones within the parameters of the funding and reporting on all aspects of the grants.

**SC2** Communication and negotiation ability, sound communication, interpersonal and negotiation skills that would enable the effective provision of advice, information and assistance to undertake the role of Biosecurity Officer and work with all key stakeholders to meet funding outcomes.

**SC3** Computer Skills -Well developed computer skills including a working knowledge of the Microsoft Office software suite.

**SC4** Educational Qualifications or relevant experience in Agriculture and Biosecurity with:-

1. with a thorough knowledge of Queensland Biosecurity Act 2014 (the Act) and the Biosecurity Regulation 2016 (the Regulation)
2. and experience in the formulation of Biosecurity Plans for individual properties and Council entities/activities.



## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of Environmental Officer with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.