



Position Description

Bio Security Officer

Directorate	Infrastructure and Planning Services
Reports to	Health, Environment & Development Coordinator
Position Code	BSO1
Classification/Grade/Band	Band 2 Level 2
Status	Permanent (35 hours per week)
Other Conditions & Benefits	Mobile Phone
Pre-employment checks/legislative requirements	Medical
Location	Depot, O'Connor Street Balranald, NSW
Date position description approved	Friday, 3 May 2024

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

Monitor and undertake inspections to identify and address noxious weed infestations or matters related to biosecurity to ensure that they are affectively controlled within the Shire.

Key accountabilities

1. Inspect and provide advice on noxious weeds to reduce the impact of noxious weeds on the rural economy and the environment within the Shire.
2. Identify and spray noxious weeds on road reserves and Council owned land to ensure effective control.
3. Handle chemicals safely and apply according to specified dilution rates to ensure potential environment risk is minimised.
4. Maintain and operate the spray equipment, including vehicles (any associated plant & equipment) to ensure efficient and effective service delivery.
5. Monitor, coordinate and control the spraying of noxious weeds in the Shire to ensure effective reduction.
6. Develop, implement and maintain maps of the location and extent of noxious weed infestation throughout the Shire by using Council's mapping software.
7. Investigate and report on complaints/ requests received in a timely manner to ensure a high level of customer service is provided to the residents and ratepayers of the Shire.
8. Report back to clients with regards to progress of requests in a timely manner.
9. Provide advice to landholders and to Council on noxious weeds and their control to ensure effective strategies are implemented.
10. Keep abreast of information in respect to weed control and amendments to legislation applicable to biosecurity.
11. Assess and improve work practices and procedures on a continuous basis to achieve or exceed Balranald Shire Council's strategic goals.
12. Demonstrate commitment to identifying and following Balranald Shire Council's values, policies and procedures.
13. Assist in reviewing and improving work processes and operating procedures to achieve continuous improvement.
14. Complete and submit paperwork as required.
15. Provide advice and carry out relevant duties, as requested that are within the limits of the employee's skill, competence and training.

Key challenges

1. Manage and monitor achievement of outcomes and projects, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
2. Facilitate the development, implementation, review and maintenance of Bio Security systems and procedures to continuously drive Council's performance.
3. Ensure the General Manager and Directors are informed of any issue which may affect the community and/or service delivery.

Key relationships

Internal	Why
Employees, Coordinators, Directors	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage sections of Council and act as the subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Director.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. Working knowledge or capability to undertake training for the legal aspects of weed control, which will include successful completion of the legal training for Biosecurity Inspectors.
2. Understanding of noxious weeds and noxious animals in the Balranald Shire area, their effect on the land and means of control.
3. Basic knowledge of Pesticides Act 1999 and the Code of Practice for the Safe Use and Storage of Agricultural Chemicals and for the Safe Use of Pesticides and Farm Chemicals.
4. Basic knowledge of the Biosecurity Act 2015.
5. Successful completion of the Farm Chemical User Training Program.
6. Developed understanding of the safe use of spray equipment and herbicides.
7. Developed interpersonal and communication skills.
8. Class C drivers licence. – Mandatory requirement.
9. WH&S (Construction Induction Training - White Card).
10. Be proactive in identifying and pursuing personal development skills.
11. Ability to maintain confidentiality.

Desirable Requirements

1. TAFE qualifications in weed control or equivalent.
2. AQF Level 4 Chemical Accreditation or equivalent.
3. Clear understanding and ability to operate medium and small plant (tractor with drawn implement such as roller or slasher, mowers, chainsaw and other hand tools).
4. Ability to assist with traffic warning and control at work sites, when required, in accordance with the approved traffic control plan.
5. Knowledge in animal and stock management .

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:





Attachments:

- Local Government Capability Framework

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback & guidance
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none"> • Demonstrates a thorough understanding of the interests, needs and diversity in the community • Promotes a culture of quality customer service • Initiates and develops partnerships with customers and the community to define and evaluate service outcomes • Ensures that the customer is at the heart of business process design • Makes improvements to management systems, processes and practices to improve service delivery • Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done