

<b>POSITION TITLE:</b>	Biosecurity Officer	<b>POSITION NO:</b>	2691
<b>EMPLOYMENT TYPE:</b>	Permanent Full Time		
<b>CLASSIFICATION:</b>	Level 2		
<b>CERTIFIED AGREEMENT:</b>	Officers	<b>AWARD:</b>	QLGIA
<b>DEPARTMENT:</b>	Infrastructure		
<b>BRANCH:</b>	Facilities, Parks and NRM		
<b>REPORTS TO:</b>	Natural Resource Management Technical Officer		

**ORGANISATIONAL VALUES:**  Honesty  Respect  Accountability  Integrity  Unity

## 1. PRIMARY ROLE

This position is responsible for the pest and stock route management functions on a day-to-day basis across the South Burnett Region. The position also provides support as required for general Pest Management duties and implementation of Council's Operational Plan.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. 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.
2. 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.
3. Undertake specific pest management programs such as spraying, baiting and trapping activities.
4. Assess stock route permit applications and undertake inspections of the stock route's condition and usage.
5. Assist with other Natural Resource Management programs and activities like flying fox monitoring and control activities, supporting wild dog and feral pig syndicate groups.
6. Investigate and action customer service requests in relation to invasive species, wandering livestock, pest, domestic and native animals.
7. Keep appropriate records, compile reports and update Council mapping systems while providing information and reports to Management and officers in a timely manner, with consistency and respect for others.
8. Provide training and information to SBRC employees and the community on the identification of weeds and pests, treatment programs and legislative requirements (specifically baiting programs).
9. Ensure employees / contractors interpret and follow Material Safety Data Sheets and chemical labels.
10. Liaise with other sections within Council and State Government Agencies in regard to undertaking the management of Council reserves and controlled land.
11. Complete additional activities and reasonable directions given by management.

## 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position.

- Level of fitness required to undertake a broad range of physical tasks.
- Working outdoors in hot conditions

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Certificate in Land and Conservation Management
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)
- Agricultural Chemical Distribution and Control (ACDC) licence
- 1080 Licence
- Blue Card and First Aid qualifications

**5. KEY SELECTION CRITERIA**

1. Demonstrated working knowledge of breeds of cattle, the National Livestock Identification Scheme and animal welfare and livestock issues with substantial experience in a similar role.
2. Sound knowledge and demonstrated experience in weed identification, control techniques and use of equipment, with an understanding of the relevant legislation.
3. Sound knowledge and demonstrated ability to implement feral animal management programs and implement best practice management practices in the eradication and control of feral animals, with an understanding of the relevant legislation.
4. Sound level of literacy, numeracy and oral communication skills including basic computer skills and mapping skills with proven high-level problem-solving skills, including the ability to investigate and source viable solutions when working in an outdoors/field environment.
5. Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain self-motivation as you may need to work under remote supervision.
6. Demonstrated communication and interpersonal skills, including conflict resolution and the ability to build effective relationships with employees at all levels and the general public.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
General Manager Infrastructure: Aaron Meehan	Signature: 