



UPPER LACHLAN SHIRE COUNCIL

Biosecurity Officer

Job Vacancy Information Package

Thank you for your interest in the **Biosecurity Officer position** in the **Planning & Environment Directorate** with Council that was recently advertised.

Applications must include the following:

1. Completed Application Form (Below)

Please complete all the details and provide a telephone number so that Council may contact you during working hours, should you be successful in gaining an interview.

2. Response to the Selection Criteria (Essential and Desirable)

You **must** provide a written response to **all** of the Selection Criteria (Essential and Desirable) as provided in the Position Description. You are required to demonstrate how you meet each essential as outlined in the position description.

3. Resume

Please attach a copy of your resume. The resume must contain your employment history including activities performed and any relevant qualifications.

It is preferred to have a photo in the resume.

4. Cover Letter

You may wish to include a cover letter explaining your motivation for the application.

TRAINING / PROFESSIONAL DEVELOPMENT

Please provide details, supported where appropriate with copies of certificates, of training and professional development courses completed.

Applicants are encouraged to submit their resume with the application. **Do not attach any original documents, as they will not be returned.**

INTERVIEWS

Interviews will be held in the near future at the Upper Lachlan Council Chambers, Crookwell and applicants successful in obtaining an interview will be contacted by telephone.

Applicants unsuccessful in obtaining an interview will be advised in writing. Unsuccessful applicants are encouraged to seek constructive comment and feedback on why their application was unsuccessful.

EQUAL EMPLOYMENT OPPORTUNITY

Upper Lachlan Council is an Equal Employment Opportunity (EEO) employer and promotes a smoke free work environment.

FURTHER INFORMATION

An information package, application form and further information are available by contacting me.

council@upperlachlan.nsw.gov.au

PRE-EMPLOYMENT MEDICAL EXAMINATION

As part of Council's employment policy, all new employees are required to satisfactorily complete a medical examination undertaken by a practicing medical officer of the employee's choice and at Council's expense. The results of the medical examination shall be kept confidential. The purpose of the medical examination is not to determine the success or otherwise of the applicants employment, and is in the interest of the prevention of industrial injury and to identify any existing injury or incapacity.

HOURS OF WORK

The majority of Council's salaried staff is employed on a 9-day fortnight of 70 hours per pay period. Council's wages staff works a 9-day fortnight of 76 hours per pay period.

PAY ARRANGEMENTS.

Employees are paid on a fortnightly basis with the pay being deposited directly into an account nominated by the employee.

LEAVE PROVISIONS

All leave provisions are in accordance with the current Local Government (State) Award and all relevant federal legislation. Leave provisions include Sick Leave, Carer's Leave, Annual Leave, Long Service Leave, Parental Leave. Casual employees have limited entitlement to paid leave.

INTERVIEW EXPENSES

Council will pay reasonable travelling and out of pocket expenses to applicants attending an interview for the position and must be agreed prior to accepting the offer of interview. Should an applicant be offered the position and the applicant declines it, the applicant will not be paid travelling or out of pocket expenses.

TELEPHONE

Should Council require the position holder to be contactable for out of hour's emergencies and Council business, Council will provide a mobile phone under the current Council usage plan. In such cases Council may require the afterhours contact number to be listed in Council's section of the telephone directory.

SUPERANNUATION

Superannuation is available to employees through their current or any approved fund of the employee's choice. Council also pays occupational superannuation on the employee's behalf.

SOCIAL CLUB

A Social Club is available for employees. A small fortnightly contribution via the payroll is made which generally covers the cost of a Christmas function or similar function for employees and their partners.

WORKING ENVIRONMENT

Council promotes a smoke free working environment for the general health of employees, and is an Equal Employment Opportunity (EEO) employer.

COUNCIL STRUCTURE

Council is comprised of 9 elected Councillors and Ordinary Council meetings are held on the 3rd Thursday of the month, commencing at 9.00am. The General Manager, Directors and some specialist staff are required to attend Council meetings

MANAGEMENT STRUCTURE

Council's management structure consists of the General Manager and a Director responsible the three Directorate. The Organisational structure is available on Council's website.

JOB APPLICATION FORM

VACANCY: BIOSECURITY OFFICER

PERSONAL DETAILS

Prefix: Mr Mrs Miss Ms Other

Surname: _____ Given Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Drivers Licence: State: _____ Class: _____

EDUCATION

School/TAFE/University	Standard/Course	Yr. Completed

TRAINING / PROFESSIONAL DEVELOPMENT COURSES

Course	Provider	Yr. Completed

REFEREES

Referee Name	Relationship to you	Telephone

Upper Lachlan Shire Council



Position	Biosecurity Officer
Reports to	Senior Biosecurity Officer
Group	Environment & Planning
Band/Level	2/1
Grade	8
Date revised	July 2021

Primary Purpose

To support the delivery of effective and efficient biosecurity management programs and advisory services throughout the Upper Lachlan local government area.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Key relationships

Internal	External
Management team	Local Government Bodies and Professional Associations
Environment & planning team	Business and Community Leaders
Other staff	Government Agencies and Authorities

Accountabilities

- Assist in the development of an effective biosecurity management program that complies with Council's statutory obligations.
- Inspect private and public lands.
- Support surveillance and investigation activities as they relate to animal and plant health and disease control.
- Respond to information requests from members of the public, developers and others with respect to biosecurity and compliance requirements.
- Carry out weed management activities (spraying).
- Educate and advise landholders, community groups and government bodies of their legislative obligations relating to the control invasive weeds or feral animals.
- Update and maintain records to ensure information is accurate and complies with relevant statutory obligations and Council policy and procedure.
- Undertake research and prepare reports and plans in a timely manner.
- Provide accurate, timely, professional advice to management with respect to matters likely to affect the delivery of the section's services and functions.
- Assist with Council's public education and awareness programs and campaigns as required.

- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Essential Criteria

1. Certificate III in conservation and land management, Local Government Investigations or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in the identification and management of biosecurity threats.
3. Appropriate qualifications relevant to pesticides application.
4. Demonstrated interpersonal and communication skills, including influencing and negotiation; and research and information analysis to facilitate understanding and/or decision-making.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Solid knowledge of and experience using Microsoft Word, Excel and Outlook.
7. Current Class C Drivers Licence.

Desirable Criteria

1. Traffic Controller certification.
2. WHS General Induction Construction Card.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date