

We are currently seeking applications for a Biosecurity Officer to undertake inspections and control operations to minimise the impacts of mosquitoes, aquatic weeds, pest plants and animals in accordance with legislation and Council's Mosquito Management Plan and Biosecurity Plan.

**About the role**

Undertake inspections, monitoring, treatment and enforcement where required with respect to pest management functions including mosquito control, natural resource management, controlled burns and water weed removal in conjunction with Council's Riparian Management Programme. Liaise with natural resource management groups. Assist landholders with the preparation of Property Biosecurity Plans. Undertake co-ordinated, programmed mosquito and declared pest plant monitoring and control activities including inspections, pesticide applications, 1080 baiting, field surveys, complaint investigations, and liaison with local customers.

**Why work for us?**

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution
- Fitness Passport Program
- 5 weeks Annual Leave per year
- Supportive and motivating team
- Active Social Club
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or an hour and forty-five minutes from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 3 (\$82,932pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/50 – Biosecurity Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 24/50, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 4 September 2024 at 5.00pm.

For further information please contact the Coordinator Public Health and Environment – Preeti Prayaga on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Experience or ability to demonstrate knowledge and commitment to pest and vector management and biosecurity obligations.
2. Ability to undertake field work and operate associated plant such as quad bikes, pesticide sprays and small marine craft.
3. Possession of current C Class Manual Drivers Licence and Recreational Marine Driver Licence.
4. Working knowledge of computers and ability to learn and use technical data recording programs.
5. Demonstrated good communication and interpersonal skills.
6. Ability to work in and contribute to a small team environment.

**Desirable**

1. Possession of, or the ability to obtain, the following:
  - Queensland Pest Management Technician Licence.
  - Qld Government Endorsement – Fluoroacetic acid and strychnine for vertebrate pest control (1080) (including AHCPMG312 Apply Poison Baits for Vertebrate Pest Control in Rural and Environmental Landscapes.)
  - Accredited Public Safety Fire Training modules - FWPCOR2210; PUAEQU001; PUAFIR204; PUAFIR210; PUAOPE013; PUATEA001. (or current modules)
  - Australian Maritime Safety Authority – Coxswain Grade 3 Near Coastal CoC (refer AMSA website).

<b>Position Number</b>	30036
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Section</b>	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Award Level</b>	Level 3
<b>Reports To</b>	Coordinator - Public Health and Environment
<b>Place of Employment</b>	Council Chambers, 145 Young Street, Ayr

## Position Objective

Undertake inspections and control operations to minimise the impacts of pest plants and animals and mosquitoes in accordance with legislation and the Council's Biosecurity Plan and Mosquito Management Plan; and liaising with natural resource management groups and landholders.

## Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Undertake activities associated with the pest management function including:
  - mosquito control and natural resource management
  - pest water weed removal in conjunction with Council's Riparian Management Program Grant Projects.
- Assist in the implementation and review of Council's Biosecurity Plan, Mosquito Management Plan and Local Laws.
- Liaise with natural resource management groups such as Lower Burdekin Landcare, Lower Burdekin Water, BBIFMAC, NQ Dry Tropics and officers of State Government departments.
- Maintain a sound understanding of current standards for the management of vector control and pest species.
- Assist with the management of pest species on Council controlled lands.
- Assist landholders with the preparation of Property Biosecurity Plans.
- Undertake co-ordinated, programmed mosquito and declared pest plant monitoring and control activities including inspections, pesticide applications, 1080 baiting, field survey, complaint investigation, cool burning and liaison with local customers.
- Maintain written and electronic records to ensure current and accurate inspection, survey and declared plant information is kept in accordance with standard operating procedures
- Provide advice to customers on issues relating to mosquito, pest plant and animal activity and control measures to minimise adverse impacts caused by infestations.
- Maintain and develop competency by relevant on-the-job training, attendance at regional seminars and conferences, and self-initiated personal development.

### Position Requirements

#### Knowledge

- Basic knowledge of relevant legislation including: *Biosecurity Act 2014* and current Burdekin Shire Council Local Laws and Policies relevant to the work area.
- Working knowledge of Burdekin Biosecurity Plan and Mosquito Management Plan.
- Understanding and appreciation of customer focus in Council operations.
- Knowledge of monitoring and control processes for mosquitoes, pest plants and animals.
- Working knowledge of the broad objectives for natural resource management and land care.
- Sound knowledge of pest plants and animals.
- Working knowledge of Council services.

#### Skills

- Experience with Geographical Information System devices.
- Sound time management, organisational and prioritisation skills.
- Sound literacy and numeracy skills.
- Sound interpersonal and customer service skills.
- Sound problem-solving skills.
- Sound computer operation skills including Microsoft Office 365.

#### Abilities

- Ability to work effectively with personnel in the work area.
- Ability to work under general supervision in a position of trust.
- Ability to gain co-operation and assistance of others.
- Ability to quickly adapt to the use of new technologies and software.

#### Other Requirements

- Personal characteristics of honesty, integrity, reliability, commitment, enthusiasm, adaptability and the ability to deal with pressure.
- Immunisation record for Hepatitis A and Hepatitis B, and Q Fever.
- Availability to work flexible hours and weekend work if required.

#### Experience and Qualifications

- Experience in the identification and control of declared plants and animals.
- Experience in mosquito management and control practices.
- C Class Manual Driver's Licence.
- Queensland Pest Management Technician Licence.
- Qld Government Endorsement – Fluoroacetic acid and strychnine for vertebrate pest control (1080) (inc. AHCPMG312 Apply Poison Baits for Vertebrate Pest Control in Rural and Environmental Landscapes).
- Current Queensland Recreational Marine Driver Licence.
- AMSA - Coxswain Grade 3 Near Coastal CoC.
- Accredited Public Safety Fire training modules - FWPCOR2210; PUAQU001; PUAFIR204; PUAFIR210; PUAOPE013; PUATEA001. (or current modules)
- Authorised Persons and Local Government Worker Course.
- Current First Aid Certificate.
- Operate Quad Bikes AHCMOM217. (or current modules)
- Operate and maintain a four-wheel drive vehicle (RIIVEH305F) (or current module)

- Department of Transport & Main Roads Working in Proximity to Traffic – Awareness Part 1.
- Operate and Maintain Chainsaws AHCMOM213 Qualification (or current modules)
- Conduct Loader Skid Steer Operations RIIMP0318F (or current module)
- Use Firearms to Humanely Destroy Animals AHCPMG304 (or current module)

### Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

### Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

### Extent of Authority

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

### Core Competencies

These competencies relate to positions at this Award level:

#### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

#### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

#### Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

#### Quality

- Work according to agreed quality standards within your team.

- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

#### Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

#### Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

#### Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

#### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.