



Biosecurity Officer (Invasive Plants & Animals)

Position Description

Incumbent:	VACANT
Position Number:	
Directorate:	Corporate Services
Team:	Regulatory Services
Position Status:	Full Time (12 months)
Classification:	QLGIA (Stream A) Level 4
Current Level:	
Reports to:	Regulatory Services Supervisor
Accountable for:	n/a
Revised:	August 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The Biosecurity Officer, will develop and implement operational activities and extension programs directed at the management of impacts associated with invasive weeds and pest animals and engage with other stakeholders to deliver effective pest management outcomes across the region.

Position Responsibilities:

- Provide a high level of customer service to the general public and stakeholders, including responding to public enquiries and complaints.
- Develop a schedule to rollout programs to support the development and implementation of Pest Management Plans for rural land holders.
- Develop strategies and programs for enhancing the knowledge and awareness amongst stakeholders to enable them to undertake invasive species management activities on their properties or within their region or industry.
- Assist with the development and review of policies and operational procedures, and provide the Regulatory Services Supervisor and team with reliable and timely information and advice.
- Provide internal and external stakeholders with accurate and timely advice on best practice for the control of invasive species and contribute to the development of advisory publications.
- Perform spatial analysis and produce quality maps and reports for internal and external customers.
- Undertake data extraction and manipulation from corporate databases, ensuring the delivery of reliable information to internal and external customers
- Undertake database queries for the purpose of reporting on spatial data requests and projects.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Position Requirements

Skills

- Demonstrated communication skills with the ability to deal with all levels of the organisation.
- Demonstrable ability to apply sound problem solving and analytical skills.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Ability to effectively exercise sound judgement under minimal supervision.
- Ability to work within a team environment.
- Ability to utilise a range of IT equipment, including laptops, computers, iPads, smart phones and tablets.

Knowledge

- Demonstrated knowledge of Geographic Information System (GIS) mapping, data entry and retrieval
- A thorough understanding of how to maintain a safe working environment.
- Demonstrated knowledge of relevant legislation, standards, codes of practice and local laws.
- Demonstrated knowledge of Queensland's Invasive Plant and Animals.
- Knowledge of Councils Town Common, Stock Route Management and Pest Management Plan.

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- LGAQ Authorised Persons certification.
- Experience in the use of GIS technologies to extract and analyse data.
- Current Queensland Firearms licence.
- Chemical Handling competency (Prepare & Apply chemicals; Transport & Store Chemicals; Control Weeds)
- Demonstrated experience in the safe use of agricultural vehicles, including quad bike and motorcycle.

Desirable Experience/Qualifications

- Relevant Tertiary Qualification in Agriculture or Conservation & Land Management or other relevant field.

Delegations and Authorisations

Nil.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours | <input checked="" type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Plant operation with maximum seat rating of 150kgs


Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement



This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Kimberley Dillon, Acting Director of Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	