

## Department of Agriculture and Fisheries

<b>Role title</b>	Senior Policy Officer	<b>Salary</b>	\$85,017 to \$91,592 p.a.
<b>Status</b>	Permanent full-time	<b>Job ad reference number</b>	<<QSS to insert JAR>>
<b>Service delivery group</b>	Biosecurity Queensland	<b>Closing date</b>	<<QSS to insert closing date>>
<b>Division</b>	Animal Biosecurity and Welfare	<b>Contact</b>	Dr Ashley Bunce
<b>Location</b>	Brisbane	<b>Telephone</b>	(07) 3087 8122
<b>Classification</b>	PO4	<b>Apply online</b>	<a href="http://www.jobs.qld.gov.au">www.jobs.qld.gov.au</a>

### Our department

The Department of Agriculture and Fisheries (DAF) promotes profitable agriculture, fisheries and forestry industries for Queensland.

DAF employs about 2000 people in areas including policy development, leading-edge science, Biosecurity, fisheries and forestry management, trade and export.

Further information is available from the department's website at [www.daf.qld.gov.au](http://www.daf.qld.gov.au)

**Biosecurity Queensland** protects Queensland's plants and animals from Biosecurity threats that could jeopardise our important industries.

### Your opportunity

Operating from within Biosecurity Queensland, you will contribute to the policy development and stakeholder engagement functions of the Animal Biosecurity and Welfare program to achieve outcomes consistent with Biosecurity Queensland's strategic direction. As a member of a team involved in animal welfare, animal management, scientific use and exhibited animals activities you will be responsible for providing evidence-based expert policy and technical advice to the Director, Animal Biosecurity and Welfare program. The position also has a key role in assisting in emergency animal disease situations to provide professional advice and information to support the response for animal welfare matters.

### Key duties and accountabilities

- Provide specialised technical and high level policy advice to the Director, Animal Biosecurity and Welfare and the General-Manager, Animal Biosecurity and Welfare.
- Represent the Director, Animal Biosecurity and Welfare on state-wide forums and committees to achieve Animal Biosecurity and Welfare priorities.
- Provide specialist evidence-based advice and information, recommendations and support to the Animal Welfare Advisory Board
- Contribute to the development and implementation of legislation, policies and processes relating to the regulation of animal welfare, animal management, the use of animals for scientific purposes and exhibited animals.
- Support the Director, Animal Biosecurity and Welfare in the development of policy, procedures and work instructions relevant to the Animal Biosecurity and Welfare program

- Work with the State-wide Operations Team and Biosecurity Science to help build an effective organisation for the Animal Biosecurity and Welfare program.
- Undertake projects to support the outcomes of the Animal Biosecurity and Welfare program.
- Foster an environment that values performance and continuous improvement and ensure that the Program's communication and engagement practices are consistent with contemporary "best practice".

### Key capabilities

To determine your suitability for the role, you will be assessed on the following key capabilities that link to the "key duties and accountabilities" for this role:

- **Communicates with Influence** especially when representing Biosecurity Queensland at high level biosecurity forums and committees and in community engagement processes to achieve biosecurity goals.
- **Achieves Results** on the key duties and accountabilities for the role.
- **Personal Drive and Integrity** in achieving outcomes for the position.
- The ability to **Shape Strategic Thinking** on key issues consistent with the Animal Biosecurity and Welfare strategic direction.
- **Cultivates Productive Working Relationship** with key internal and external stakeholders.

### Mandatory requirement/special conditions

- Degree in Veterinary or Animal Science or equivalent in a field relevant to the position from a recognised tertiary institution, or equivalent academic qualifications.

### How to apply

To apply for this role, you will need to submit the following:

- Your current resume detailing your previous work or voluntary experience including **two** referees who have personally observed you displaying the **key capabilities** required for this role.
- A description of two activities that you have been involved with that can demonstrate to us that you possess the **key capabilities** mentioned above. Your response must be no longer than two pages.
- A completed 'Advertised position application' form (*This is only required if you are applying via email*).

### Submit your application online

- Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.
- By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3237 9720 or (07) 3247 4802, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
- Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Applications Processing Team on the numbers above to arrange this.

- Hand delivered applications will not be accepted.

**Additional information**

- Further information is available from the department's website at [www.daf.qld.gov.au](http://www.daf.qld.gov.au)
- A three month probationary period may apply to successful candidates external to the public sector.
- Flexible work arrangements will be considered for the advertised role.
- Candidates may be subject to a criminal history check or probity check during the selection process.
- The recommended applicant will be required to disclose any previous serious disciplinary action.
- Newly appointed public service employees are obliged to disclose within one month of starting duty, a disclosure of employment as a lobbyist in the previous two years.
- Applications may remain current for 12 months and may be considered for recurring vacancies. These may be at an alternative location or for an alternative employment basis (full-time or part-time).

RTI DL RELEASE - DAF