

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Biosecurity and Rural Services

Business unit: Environment Protection, Biosecurity and Rural Services

Classification: STOC

Location: Stromlo

Position number: P72141

Reports to: Director, Biosecurity and Rural Services

Division: Environment, Heritage and Parks

Date last reviewed: June 2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The Environment Division delivers the following functions for the ACT government:

- Nature conservation policy, planning, research delivery, licensing and regulation;
- Biosecurity policy, regulation and rural services delivery;
- Heritage conservation policy;
- Environment protection policy;
- Conservation research, evaluation, licensing and regulation;
- Management of Parks and Reserves;
- Natural Resource Policy and Programs; and
- Fire and Forest Management.

BUSINESS UNIT OVERVIEW

Biosecurity and Rural Services is a unit within the Environment Protection, Biosecurity and Rural Services Branch that provides technical expertise, compliance support and coordinates programs across government on biosecurity, rural land management, livestock production and support for other EHP operations, including but not limited to, fire management, invasive species and native animal management programs. The unit that you will work in is responsible for biosecurity awareness, regulation, preparedness, response and recovery within the ACT. It also supports the development of community, industry and research partnerships as well as bringing stakeholder groups together to achieve landscape level management of invasive species and biosecurity threats.

DUTIES / RESPONSIBILITIES

1. Manage the Biosecurity and Rural Services teams to deliver agreed outcomes, on time and within budget.
2. Provide oversight and operational direction of biosecurity surveillance, response and management projects in collaboration with technical experts and stakeholders across all ACT land tenures. Maintain biosecurity emergency response capability including the capacity to undertake incident management duties for biosecurity events. Undertake procurement and contract management projects as required.
3. Manage the effective administration of Rural Land Management Agreements on ACT leasehold land and grazing licences over Territory land.
4. Assist in the regulatory/compliance functions associated with relevant legislation in regards to biosecurity and ACT rural lands.
5. Represent the Directorate, the Branch and ACT Government as required as part of intergovernmental and inter jurisdictional meetings and working groups relevant to the role.

Notes:

This position is a not Fire Designated position but may have the ability to assist in fire and other incident management and response duties as required.

This position requires working from a physical office but may have flexibility to work remotely on occasions or as required.

Direct Reports

Technical Officer Grade 4 (Rural Programs Coordinator) x1

Technical Officer Grade 4 (Biosecurity Engagement Officer) x1

Technical Officer Grade 3 (Biosecurity Surveillance Officer) x1

Additional unit staff

Technical Officer Grade 3 (Biosecurity Team Leader) x 1

Technical Officer Grade 2 (Biosecurity Field Officer) x 2

Technical Officer Grade 3 (Rural Services Officer) x 3

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated understanding of biosecurity principles and how they apply to the ACT environment and rural land.
2. Demonstrated ability in procurement, budget management, staff management and service delivery.
3. Experience in Incident Management Teams (IMT) and operational incident response.
4. Experience in project development, monitoring and reporting.
5. Understanding of relevant legislation and policies associated with biosecurity and rural lands within the ACT.
6. Demonstrated knowledge of work health and safety and the principles of risk management relating to biosecurity.
7. Well developed written and oral communication, representational and interpersonal skills, including community liaison and the ability to maintain records in accordance with the Territory Records Act 2002.
8. Proven ability to work as part of a team and contribute to a positive team culture.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- To be eligible to apply for this role, you must be an Australian citizen.
- This position does require a Working with Vulnerable People Check.
- Relevant tertiary qualifications in Natural Resource Management, Environmental Science Emergency Management or equivalent.
- AQF3 & AQF4 accreditation (prepare & apply chemicals; transport, handle & store chemicals; minimise risks in the use of chemicals; plan and implement a chemical use program)
- Possess a class C drivers' licence.
- Level 2 qualification in one of the IMT functional cells (Incident Controller, Operations, Planning or Logistics)

Highly Desirable:

- Experience in biosecurity incident response
- Certificate IV in Government investigations
- Experience in livestock / agricultural land management
- Ability to undertake firefighting and biosecurity response duties
- Be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings.
- Be prepared to wear a uniform.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Biosecurity and Rural Services (position number P72141) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently