



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: H5 Bird Flu - Biosecurity Field Officer, Team leader

Business unit: Environment Protection, Biosecurity and Rural Services

Classification: TO3

Location: Stromlo

Position number: P66719

Reports to: H5 Bird Flu - Biosecurity Response Vet

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.

POSITION PURPOSE

The H5 Bird Flu Biosecurity Field Officer – Team Leader leads and coordinates a field team delivering the ACT's operational response to detections or reports of suspected H5 avian influenza. The role is responsible for ensuring field activities are undertaken safely, efficiently and consistently with approved plans, procedures and biosecurity requirements. This includes coordinating responses to reports of sick or dead birds and overseeing their assessment, handling, humane euthanasia and disposal, as required.

The Team Leader provides day-to-day direction, task allocation and practical support to field officers, promotes compliance with work health and safety and animal welfare requirements, and ensures accurate and timely operational records and situation updates. The role reports through the dedicated H5 Incident Management Team and works within the established incident-management structure, escalating operational risks, resource needs and emerging issues as appropriate.

When not deployed to the H5 response, the position contributes to established programs that prevent, detect and manage biosecurity threats across the ACT conservation estate and urban and rural lands. This may include leading or supporting surveillance, inspections, monitoring and control activities, and contributing to biosecurity emergency preparedness, response and recovery.

The position operates across urban areas, rural lands and the conservation estate and requires effective working relationships with internal and external stakeholders, including the ACT Parks



and Conservation Service, rural lessees, animal and plant industries, nurseries, community members and other ACT Government agencies. The Team Leader represents the field response professionally and communicates clear, timely and practical information to affected stakeholders and the public.

The role also supports stakeholder education, monitoring and proportionate compliance activities under the ACT's biosecurity legislation and other relevant laws. It requires sound judgement, composure in field and emergency settings, and the ability to adapt priorities as operational conditions change.

DUTIES / RESPONSIBILITIES

1. Lead and coordinate a field-based team delivering H5 avian influenza response activities, including daily planning, task allocation, field briefings, supervision and monitoring of work.
2. Implement directions from the H5 Incident Management Team and ensure field activities are completed safely, efficiently and consistently with approved incident action plans, procedures, biosecurity controls and operational priorities.
3. Assess and respond to reports of sick or dead birds, and oversee their safe handling, sampling support, humane euthanasia, transport and disposal, as required and in accordance with animal welfare and biosecurity requirements.
4. Promote and monitor compliance with work health and safety requirements, including correct use of personal protective equipment, infection-prevention controls, decontamination procedures, safe manual handling and management of field hazards.
5. Operate, inspect and maintain vehicles, plant, tools and specialist equipment used in animal handling, euthanasia, decontamination and disposal, and promptly report faults, damage or resource shortfalls.
6. Maintain accurate and timely operational records using approved digital systems, including field data-capture and spatial mapping applications, and provide situation updates, handovers and reports to the Incident Management Team.
7. Identify and escalate operational risks, safety incidents, emerging biosecurity issues, animal welfare concerns and resource requirements, and support implementation of agreed corrective actions.
8. Communicate professionally and sensitively with community members, rural lessees, industry, contractors and government stakeholders, providing clear practical information and referring complex or sensitive matters appropriately.
9. Support authorised officers and regulatory activities under the ACT's biosecurity legislation and other relevant laws, including surveillance, inspections, evidence and information gathering, education and proportionate compliance activities within the scope of the role.
10. Contribute to biosecurity preparedness, surveillance, monitoring, control and recovery activities across urban areas, rural lands and the conservation estate when not deployed to the H5 response.



11. Provide practical guidance, coaching and support to field officers, foster effective teamwork and respectful conduct, and contribute to briefings, debriefs, training and continuous improvement of operational procedures.
12. Work effectively in changing and potentially distressing field or emergency-response conditions, exercising sound judgement and maintaining composure while balancing competing priorities.
13. Participate in rostered, after-hours, weekend or extended operations when required, including travel to multiple worksites and occasional work with limited direct supervision.

Note:

This position requires working predominantly in the field with some office based work.

Direct Reports - Technical Officer Grade 2 (Biosecurity Field Officer) x4

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated ability to lead and coordinate a field-based team, including allocating work, providing clear direction, monitoring performance and ensuring activities are completed safely and in accordance with approved procedures.
2. Demonstrated ability to operate effectively in an incident or operational environment, including adapting priorities, maintaining accurate operational records and escalating risks, resource requirements and emerging issues.
3. Ability to use, or quickly develop proficiency in, digital field data-capture and spatial mapping systems, including ArcGIS Field Maps and Survey123.
4. Experience working safely with wildlife or livestock, or the demonstrated ability to rapidly acquire the required animal-handling skills and follow approved animal welfare procedures.
5. Strong interpersonal and communication skills, including the ability to provide clear verbal and written advice and engage professionally with community members, industry representatives and government stakeholders.
6. Demonstrated sound judgement, composure and adaptability when managing operational risks and competing priorities in field and emergency-response settings.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- This position **does** require a Working with Vulnerable People Check.



- Manual driver's license class C is essential.
- Be able to undertake physical activities in outdoor locations

Highly Desirable:

- Previous biosecurity experience
- Previous wildlife/animal handling experience
- Ability to undertake euthanasia of sick birds
- Australasian Inter-service Incident Management System (AIIMS) training
- Medium ridged truck license

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Biosecurity Field Officer Team Leader (position number P66719) 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
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	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never

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	Occasionally



Working directly with the public	Frequently
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PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
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	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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