CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Agriculture, Biosecurity and Invasive Species

Classification: SPOB

Position number: P51128

Division: Environment, Heritage and Parks

Business unit: Agriculture, Biosecurity and Invasive Species

Location: Dickson

Reports to: Senior Director, Natural Resource Policy and Programs

Date last reviewed: October 2026

Position requirements: N/A

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, Heritage and Parks Group delivers the following functions for the ACT Government:

- Agricultural policy, planning and service delivery Biosecurity policy, regulation and incident management;
- Heritage conservation, planning and policy;
- Environment protection policy;
- Nature conservation policy, planning, research and monitoring;
- Conservation management and regulation of arks and reserves;
- Natural resource policy and programs; and
- Fire and forestry management.
- Veterinary Services

BUSINESS UNIT OVERVIEW

The Agriculture, Biosecurity and Invasive Species section leads policy and legislative work for agriculture, animal and plant biosecurity, established invasive species and regional food systems in the ACT. The section develops and reviews policies, action plans, governance arrangements, legislation and legislative instruments, and provides strategic advice on emerging risks, prevention, preparedness, surveillance, response and recovery. It supports the administration and implementation of the *Biosecurity Act 2023* and Biosecurity Regulation 2025 including the general biosecurity duty, biosecurity declarations, permits and other regulatory instruments, and works with operational and regulatory areas to support consistent and risk-based delivery.

The Section coordinates the ACT Biosecurity Action Plan and supporting governance framework and leads implementation of the *Canberra Region Local Food Strategy*. It provides whole-of-government coordination and policy advice for biosecurity matters and associated national reform, convenes ACT Government biosecurity committees, and represents ACT interests through the Agriculture Ministers' Meeting and its subordinate committees. The Section also works with Commonwealth, state and territory agencies, industry, researchers, land managers and the community to strengthen biosecurity capability and protect the ACT's environment, economy, primary industries and community.

POSITION PURPOSE

The Director leads and manages the Agriculture, Biosecurity and Invasive Species section and reports to the Senior Director of the Natural Resource Policy and Programs branch. The position provides strategic leadership and authoritative advice on agriculture, biosecurity and invasive species policy, legislation, preparedness and response, supporting resilient landscapes, primary industries and the protection of the ACT's environment, economy and community.

As the ACT's Chief Plant Protection Officer, the Director exercises jurisdictional leadership for plant health and biosecurity, represents the ACT in national forums and supports coordinated action across government and with industry and community stakeholders.

DUTIES / RESPONSIBILITIES

1. Lead the Agriculture, Biosecurity and Invasive Species section, including setting priorities, managing budgets and resources, supervising staff, building capability and supporting performance, wellbeing and a safe and inclusive workplace.
2. Provide authoritative, evidence-based advice to senior executives and ministers on agriculture, animal and plant biosecurity, invasive species and regional food systems, including emerging risks, regulatory issues and matters requiring timely government decisions.
3. Lead the development, review and implementation of policy, legislation and legislative instruments, including work supporting administration of the *Biosecurity Act 2023*, and oversee the ACT Biosecurity Action Plan and supporting governance framework.
4. Direct strategic preparedness and policy coordination for biosecurity incidents across prevention, surveillance, response and recovery, working with operational and regulatory areas to support clear accountabilities, proportionate decisions and effective delivery.
5. Perform the functions of the ACT Chief Plant Protection Officer, representing the Territory in national plant health and biosecurity forums and negotiating ACT interests with Australian Government, state and territory counterparts.
6. Build and maintain productive relationships across government and with industry, researchers, land managers and community stakeholders, and oversee high-quality briefs, Cabinet and ministerial submissions, correspondence, reports and communications in a complex and changing environment.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated strategic leadership and people-management capability, including setting direction, managing resources and priorities, developing staff and fostering a safe, inclusive and high-performing team.
2. Strong knowledge of contemporary biosecurity, agriculture and invasive species issues, with the judgement to interpret and apply legislation, regulatory frameworks and risk-based approaches. Knowledge of the *Biosecurity Act 2023* and national biosecurity arrangements is highly desirable.
3. Demonstrated experience leading complex policy, legislative, governance or program work from analysis and consultation through to decision and implementation, with a focus on practical outcomes and clear accountability.
4. Excellent analytical, written and briefing skills, including the ability to provide clear and persuasive advice to senior executives and ministers, prepare high-quality government documents and manage sensitive issues under tight timeframes.

5. Highly developed communication, consultation, negotiation and representation skills, with demonstrated success building trust, resolving competing interests and influencing outcomes across jurisdictions, agencies, industry and the community.
6. Demonstrated resilience, sound judgement and responsiveness in managing competing priorities, emerging risks or incident-related work, while maintaining effective governance, delivery and stakeholder confidence.
7. Commitment to the ACT Public Service values of respect, integrity, collaboration and innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- **Mandatory**:
    - A Bachelor-level university degree in biological, agricultural, natural resource and/or environmental science/policy, or related disciplines; and
    - A current manual driver's licence.
- A sound knowledge of biosecurity and agriculture issues nationally and within the ACT.Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Agriculture, Biosecurity and Invasive Species (position number P51128) 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	Frequently
Standing for long periods	Never
Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
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	Never
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	Never
Working directly with the public	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
Frequent travel – interstate	Occasionally

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

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

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally