

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Biosecurity Team Leader

Classification: TO3

Position number: P72145

Division: Environment, Heritage and Parks

Business unit: Environment Protection,
Biosecurity and Rural Services

Location: Stromlo

Reports to: Assistant Director, Biosecurity
and Rural Services

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 purpose of the role is to supervise a small team and liaise with stakeholders to effectively manage biosecurity threats across ACT conservation estate, urban and rural lands. You will assist with implementing proactive monitoring inspection and control activities, and assist with biosecurity emergency preparedness, response and recovery.

The position involves working urban areas, rural lands and conservation estate and requires a close working relationship with both internal and external stakeholders such as ACT Parks and Conservation Service (PCS), ACT rural lessees, nurseries, industries and other ACT government agencies.

You will effectively engage with stakeholders to educate and assist with monitoring activities for biosecurity threats and support compliance activities relating to the Act Biosecurity Act.

DUTIES / RESPONSIBILITIES

1. Manage a team of field staff and supervise contractors undertaking invasive species monitoring and control programs
2. Organise and prioritise workloads for staff and contractors to ensure competing priorities are managed.
3. Operate and maintain equipment used for invasive plant, plant pest and pest animal control, implementing integrated control methods including using mechanical equipment, herbicides and toxins.

4. Collect data using a variety of computer programs including spatial mapping programs and other in field data capture systems.
5. Assist in the development of specific operational plans.
6. Support regulation activities under relevant legislation.
7. Undertake engagement activities and effectively communicate with internal and external stakeholders.

Direct Reports

Technical Officer Grade 2 (Biosecurity Officer) x2

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.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated experience implementing biosecurity practices
2. Skills or experience managing a field-based team
3. Skills or experience in project/contract management
4. Knowledge/experience with various mapping and computing systems, including ArcGIS, Field Maps, and Survey 123.
5. Knowledge of invasive plant, plant pest and pest animals in the ACT region.
6. Good interpersonal skills, with the ability to effectively communicate both verbally and written to a variety of internal and external parties with the ability to exercise confidentiality, sensitivity, show initiative and sound judgement whilst working within established procedures and guidelines.
7. Ability to work alone or as part of a multi-disciplinary team to meet deadlines involving a wide range of field work in various conditions.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- This position requires a pre-employment medical.
- This position does require a Working with Vulnerable People Check.
- Possess a current First Aid Certificate or capacity to obtain one

Highly Desirable:

- AQF3 or AQF4 accreditation (prepare & apply chemicals; transport, handle & store chemicals; minimise risks in the use of chemicals; plan and implement a chemical use program)
- Nationally accredited Chainsaw qualifications
- Skills or experience in project/contract management
- Australasian Inter-service Incident Management System (AIIMS) training
- Medium ridged truck license
- 4WD operations certificate

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Biosecurity Team Leader (position number P72145) 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	Frequently
<i>The position in an activity based work environment</i>	

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	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
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