



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

**Biosecurity Officer
Fixed Term
(May 2025 - December 2025)**

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Infrastructure & Recovery

APPLICATIONS CLOSE: Friday 30 May 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ~ Qualifications
 - ~ Knowledge, Skills and Expertise
 - ~ People Oriented Skills and Attributes
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873**

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

**Biosecurity Officer
Fixed Term
(May 2025 – December 2025)**

Position Number: 383

Closing Date: Friday 30 May 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

| | |
|-------------------------------|--|
| <u>POSITION:</u> | Biosecurity Officer (Fixed Term) |
| <u>LOCATION:</u> | Mossman Nursery |
| <u>CLASSIFICATION:</u> | Level 2 |
| <u>SALARY:</u> | Salary Ranging from \$72,539.60 to \$78,661.39 pro-rata per annum |
| <u>AWARD:</u> | Queensland Local Government Industry (Stream A) Award – State 2017. |
| <u>LEAVE:</u> | Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies. |
| <u>SUPERANNUATION:</u> | Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required. |
| <u>APPLICATIONS:</u> | <p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p> |
| <u>CLOSING DATE:</u> | Friday 30 May 2025 |

Position Applied for: Biosecurity Officer (Fixed Term)

Position Number 383

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email: _____

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): _____

This section is Optional: Do you identify with any of the following groups? (Please tick)

☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language

Applicant Consent Details (Please Tick):

☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature: _____

POSITION DESCRIPTION

| | |
|---------------------------------------|---|
| Position Title: | Biosecurity Officer (Fixed Term) |
| Position Number: | 383 |
| Department: | Infrastructure and Recovery |
| Unit: | Maintenance and Operations |
| Team: | Public Spaces |
| Reports To: | Reports directly to the Senior Biosecurity Officer and at times Biosecurity Team Leader |
| Award Classification: | Level 2 Queensland Local Government Industry Award – (Stream A) State 2017 and applicable Division(s) |
| Fixed Term: | May 2025 - December 2025 |
| Hours: | Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement. |
| Number of Direct Reports: | Nil |
| Pre-placement Medical: | Yes |
| National Police History Check: | Yes |
| Date Developed: | October 2019 |
| Date Reviewed: | August 2024 |

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The purpose and function of the position is to:

- Effectively and efficiently undertake a wide variety of landscape, horticultural and land management activities as directed by the relevant Senior Officer.

- Work in a safe and environmentally sensitive manner.
- Be a good team player.

Organisational Relationships

| | |
|--------------------------------|---|
| Position Reports to: | Senior Biosecurity Officer |
| Position Supervises: | Nil |
| Internal Relationships: | The Biosecurity Officer works directly with the Biosecurity Team within the Infrastructure and Recovery Department. |
| External Relationships: | The Biosecurity Officer works with government peers and leaders, local government representatives, external contractors, external agencies and the public in general. |

Qualifications and Experience

Essential:

- Secondary education to year 10 with good writing and communication skills.
- A current class C Drivers Licence.
- Chainsaw level I or ability to obtain.
- General Safety Induction (Construction Industry) – White Card.
- Traffic Management Level One (Signage Awareness) or ability to obtain same.
- Hold a current Agricultural Chemical Distribution Control ticket or equivalent.
- Ability to participate in fire management activities.
- Demonstrated ability to undertake a wide variety of physically demanding labouring tasks in a range of climatic conditions and terrains.
- Experience in using small plant.
- Have an understanding and knowledge of Occupational Health and Safety relating to out-door work activities in parks, reserves and Council controlled areas.
- Demonstrated ability to work well in a team environment or as an individual as required.
- Awareness of personal conduct in high profile and public areas.

Desirable:

- Chainsaw Level II.
- Certificate III Horticulture or Conservation and Land Management / equivalent relevant experience.
- Traffic Controller Accreditation.
- Fire Management Training-Level 1.
- Ability to identify native and declared plants species, manage and control same e.g. landscaping, forestry, environmental repair, park development, pest plant and animal control.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Perform a broad range of duties relating to landscape, horticultural and land management activities as directed.
- Regularly inspect public and private land, provide education and extension support to land managers, and ensure everyone understands and meets their biosecurity obligation in relation to invasive weeds/pest.
- Required to discharge the regulatory and non-regulatory responsibilities of Council, as a person authorized to enforce the local laws and state legislation relating to environmental management.
- Undertake field-based surveillance, mapping and sampling and/or treatment activities of biosecurity matter as required under the Biosecurity Act 2014 and Douglas Shire Council Biosecurity Programs.
- To work within a small team in various challenging high-risk environments working remotely in difficult terrain such as steep slopes, dense rainforest, and extreme weather conditions targeting invasive weed/pest species.
- Liaise with Government Authorities and other stakeholders regarding weed/pest surveillance where required including legislation, emergency preparedness and response within the Douglas Local Government Area.
- Assist other Government agencies in the implementation of biosecurity and land management activities.
- Ensure that all plant used for biosecurity operations is well maintained and operated in a safe manner including the completion of daily pre-starts and maintenance.
- Perform various duties relating to the maintenance and development of areas under the control of Council including litter control and foreshore repair.
- Operate herbicide spray equipment in accordance with licence requirements.
- Assist volunteers and temporary staff in activities relating to land regeneration and land protection.
- Develop work methods to ensure quality requirements are achieved.
- Identify, record and monitor rehabilitation sites and inform the Senior Officer and/or Team Leader of any non-conformance issues.
- Communicate with staff from other Council sections and departments as required.
- Ensure tasks are carried out in a safe and environmentally sensitive manner, and in accordance with legislative requirements.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- As required undertake cleaning of Council assets including public toilets, barbecues and playground equipment.
- Other duties as directed.

Performance Indicators

It is expected that the incumbent will:

- Show a commitment to a work environment based on Council's values and guiding principles.
- Provide support to Senior Officer and Team Leader in terms of the key duties that are required to be undertaken.
- Operate efficiently, effectively and ethically within the team environment.
- Positively contribute to overall team performance.
- Adhere and promote Council's policies, standard operating procedures and codes of conduct.