



HINCHINBROOK
SHIRE COUNCIL

POSITION DESCRIPTION

Biosecurity Officer

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

Position Title	<i>Biosecurity Officer</i>	Industrial Instrument	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>
Position Number	1061 & 1064	Classification Level	2C
Department	<i>Roads, Public Spaces and Biosecurity</i>	Branch	<i>Biosecurity</i>
Directorate	<i>Infrastructure Services</i>	Status	<i>Ongoing Full Time</i>
Reports To	<i>Coordinator Biosecurity</i>	Location	<i>Martin Street Depot</i>
Document last reviewed	5 August 2026	Direct Reports	<i>Nil</i>
Aim of Position	The Biosecurity Officer is responsible for implementing and enforcing biosecurity measures to protect the local government area from the adverse impacts of invasive plants, animals, and diseases. This role supports the delivery of council's biosecurity obligations by promoting awareness, conducting inspections, managing compliance activities, and collaborating with landholders and stakeholders. The position contributes to the sustainable management of natural resources, agricultural productivity, and community wellbeing through proactive surveillance, education, and enforcement.		

Our Values

Our workforce is guided by the values below, which underpin our service delivery, workplace culture and community engagement:



Opportunity

Embracing change, growth, and new possibilities.



Respect

Our people - Our heritage -
Our environment.



Strength

Together with integrity and purpose.



Accountability

Our actions – Our impact –
Our commitment.

Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Carry out activities within specific biosecurity, plant and animal risk prevention and response programs, including undertaking field inspections, applying and monitoring controls, education, data collection and reporting;
- Utilise specialised equipment and knowledge in the application of chemicals, ensuring compliance with legislative, licensing requirements and operating procedures;
- Regularly maintain equipment to ensure it is in good working order and can appropriately store and safely transport herbicides and other hazardous substances;
- Engage with landholders and other agency field staff in the delivery of Hinchinbrook Local Government Area Biosecurity Plan (HLGABP) priority pest management actions and General Biosecurity Obligations (GBOs) under the Biosecurity Act 2014;
- Provide specialist advice to landholders, Council and other stakeholders on pest control and natural resource management;
- Exercise initiative and implement appropriate work practices to progress or achieve the outcomes listed under the HLGABP;
- Investigate potential breaches, undertake regulatory enforcement activities and provide education associated with invasive plants, invasive animals and vector control throughout the local government area;
- Work closely with the Biosecurity and Pest and Rehabilitation Teams, contributing to invasive species control programs and rehabilitation strategies; and
- Observe, document and actively disperse flying foxes from known roosts throughout Ingham using allocated audible equipment.

Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

Qualifications, Skills and Experience

Mandatory:

- Current Queensland Commercial Operators License – Herbicides (or the ability to obtain);
- Ability to safely work herbicides and other hazardous substances;
- Experience in the operation of 4WD vehicles in challenging conditions;
- Well-developed computer literacy skills in Microsoft Office products and computer peripherals, including Geographical Information Systems (GIS) and mapping software.
- Good communication skills, both verbal and written; and
- Current Queensland 'C' Class Drivers Licence (minimum P1).

Desirable

- Certificate in Conservation and Land Management or a related qualification; and
- A combination of a Firearms License, 1080 Poisons Accreditation, Vector Control Qualifications, and/or Marine Operators License.

Position-Specific Conditions of Employment

This position includes specific recommended requirements related to vaccinations, health monitoring, and workplace safety to ensure compliance with Council's operational and Work Health and Safety obligations.

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

- Hepatitis A and B; and
- Tetanus; and
- Japanese Encephalitis Virus (JEV) if advised by Qld Health alerts.



If an employee chooses not to receive one or more of the recommended vaccinations, they will be required to complete and sign a Vaccination Declination Form. By signing this form, the employee acknowledges that they have been informed of the vaccination requirements, understand the associated occupational health risks, and accept responsibility for their decision to decline vaccination.

For detailed and up-to-date information on the requirements applicable to this position, please refer to Council's Job Dictionary.

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

Employee Name		Signature		Date	
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