



POSITION DESCRIPTION

Position Title:	Biosecurity Project Officer
Classification:	Level 5 Social, Community, Home Care and Disability Services Industry Award 2010
Salary:	\$84,854.12 - \$88,693.80 (+ 10.0% Super Guarantee, 5 weeks annual leave, salary sacrifice arrangements)
Status:	Full Time – 3 year contract
Location:	Flexible within Northern Australia: Darwin, Cairns or Broome
Reports to:	Program Manager – Strategic Delivery
Role Function:	The Biosecurity Project Officer assists the Program Manager – Strategic Delivery to deliver AMRRIC’s Community Animal Health Surveillance Project, and works within the broader AMRRIC team.

AMRRIC is a national not-for-profit organisation that advocates and coordinates culturally safe veterinary and education programs in rural and remote Australian Aboriginal and Torres Strait Islander communities.

Our One Health approach recognises the inextricable links between human, animal and environmental health and wellbeing. By working with remote Indigenous communities to improve the health of their pets, we are helping to create healthier, safer and happier communities.

AMRRIC’s [Community Animal Health Surveillance Project \(CAHSP\)](#) is a three-year project funded through the Australian Government’s Biosecurity Business Grants Program, which will see AMRRIC lead a grass-roots collaboration with Indigenous community stakeholders across more than 20 communities in Northern Australia, to improve Indigenous community animal health surveillance capacity, through the collection and reporting of community animal health and biosecurity data via the custom-designed AMRRIC App. Key stakeholders include collaborating community organisations in each of the 6 regions, veterinary service providers, the Australian Government Northern Australia Quarantine Strategy and Wildlife Health Australia.



CORE DUTIES:

Community Animal Health Surveillance Project

Assist the Program Manager – Strategic Delivery with all functions relating to AMRRIC's Community Animal Health Surveillance Project:

- **Stakeholder engagement**
 - Cultivate collaborative relationships with participating Indigenous communities and all project stakeholders
 - Develop and distribute regular project updates to all stakeholders
 - Develop and expand relationships within the biosecurity sector to raise the profile of remote Aboriginal and Torres Strait Islander community animal health as an important niche within this sector
 - Respond to relevant requests for assistance from partner communities and members of the public. In conjunction with AMRRIC's Programs Unit, follow up on these requests and scope for intervention needs
- **Field work**
 - Take responsibility for the scheduling, logistics and delivery of all project field work. This includes coordinating with community participants, obtaining relevant permits, WHS and risk management, travel, accommodation and event venue bookings etc.
- **Animal health, biosecurity and data capture training and education delivery**

With the guidance of AMRRIC's Program Manager – Strategic Delivery and in conjunction with AMRRIC's Education staff:

 - Develop relevant training curricula including educational/training resource development
 - Deliver contextually and culturally appropriate training in animal health surveillance and biosecurity data capture to participating community members
 - Share contextually and culturally appropriate animal health and biosecurity focused education with participating remote Aboriginal and Torres Strait Islander schools and community groups
 - Assist learners to overcome potential barriers to learning and develop strategies to ensure educational messages are accessible to target audiences
- **Implement enhancements to the AMRRIC App**

With support from the Program Manager – Strategic Delivery:

 - Collate user and stakeholder feedback relating to the AMRRIC App
 - Identify and prioritise the development of new features
 - Work with AMRRIC's IT developers to design, test and implement new features
- **Biosecurity data management**

With guidance from the Program Manager – Strategic Delivery:

 - Maintain the AMRRIC App database, including registered users
 - Undertake analysis of data collected using the AMRRIC App, and provide tailored reports to community stakeholders on animal health and management priorities
 - Consult with stakeholders and experts to inform the development of collectively agreed data sharing arrangements
 - Manage ongoing communication around data sharing events



- **Project management**

- Prepare and maintain field and project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information, and contribute to other organisational reporting requirements as required.
- With collaborating stakeholders, develop and implement and report against annual activity work plans
- Maintain up-to-date stakeholder relationship records utilising AMRRIC client relationships management database
- Monitor and be responsible for project expenditure (within AMRRIC's delegations limits) against budgeted allocations
- In conjunction with PMSD and project collaborators, develop and implement the project's monitoring and evaluation framework

Advocacy

- Promote and share knowledge regarding AMRRIC's work through representation at public forums, community meetings, and conferences
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC

Professional Development

- Attend and contribute to AMRRIC staff meetings
- Participate in regular professional development
- Ensure knowledge of AMRRIC policies and procedures

SELECTION CRITERIA:

Relevant Experience

- Interest, knowledge and understanding of matters concerning biosecurity, health and wellbeing of Aboriginal and Torres Strait Islander communities, their animals and the environment
- Minimum 2 years experience in project coordination/project management
- Experience in delivering training to culturally and linguistically diverse audiences, and developing engaging educational resources that are culturally and contextually appropriate
- Experience in the development and implementation of contextually appropriate monitoring and evaluation systems
- Excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Ability to work to conflicting priorities and deadlines
- Sound computing and data management skills including the use of Microsoft Office, and ability to use Applications to record data in the field
- Ability to maintain and exercise discretion in the use of confidential information

Additional Requirements / Desirables

- Diploma level or higher qualifications in animal health or biosecurity
- Previous experience in a not-for-profit environment is desirable
- Manual driver's license and 4WD experience is desirable.



- Current First Aid Certificate, or willingness to obtain
- Ability to obtain a non-disclosable Australian National Police Check and Working with Vulnerable People (including children) clearances in all states/territories
- Flexibility and willingness to travel to and stay in remote communities; travel and work outside of regular business hours may be required
- Vaccinations to enter remote communities and/or work directly with animals will be required, as outlined by Federal or State/Territory Governments, Land Councils or other relevant peak bodies.

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Version	Date	Changes	Who
V1	8/9/21	Development of Document	BC
V2	29/09/21	Review of Document	MW, LM