

Department:	Natural Resources	Section:	Biosecurity
Job Title:	Biosecurity Assistant – Level 2		
Reports to:	Biosecurity Officer		
Grade:	Falkland Islands Government Grade - G1	Job Code:	TBC
Overall Purpose of the Role			
<p>To provide practical and administrative support during the inspection of imported goods by the Biosecurity Team within the Directorate of Natural Resources. This includes the identification of biosecurity risks to ensure non-entry of unwanted pathogens and pests which could have a detrimental effect on the biodiversity, economy and export industries of the Falkland Islands. The postholder will also assist the Biosecurity Officer with basic administrative tasks including data entry, the preparation of reports and creation of Biosecurity promotion material.</p>			
Main Accountabilities			
<ul style="list-style-type: none"> • Following technical protocols and international best practices, support the Biosecurity Officer in conducting inspections to identify biosecurity risks. This may include inspections of imported goods, including used vehicles, fresh produce, personal effects and building materials and conduct biosecurity searches of passengers and their luggage that are entering the Falklands from overseas. • With guidance and support from the Biosecurity Officer, take prompt and effective decisions to contain risk organisms and effectively treat or mitigate against those risks. • Under powers conferred by the Collector of Customs, seize and bond any uncertified or risk products entering the Falkland Islands until such time that they are considered fit for release or are destroyed. • Where appropriate, process confiscated goods according to biosecurity protocols in order to treat (remove biosecurity risk organisms), destroy, or re-ship. • Be an ambassador for biosecurity, when dealing with the public and stakeholders, by providing correct information and reasoning on biosecurity queries and issues. • Follow technical protocols, collect samples, ensuring that they are properly preserved and photographed to aid identification. • The Biosecurity Officer with basic administrative tasks including filing, inputting data accurately and in a timely manner into the Biosecurity bases, creating reports etc. • With input from the Biosecurity Officer, develop social media content, (eg generate, edit, publish, and share content etc). • Undertake any other tasks as directed by the Biosecurity Officer which may include assisting with invasive species control or in the event of an outbreak of an animal disease. 			

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Main Accountabilities continued			
<p>General duties</p> <ul style="list-style-type: none"> Assist the department in the control of disease in the event of an infectious disease outbreak in the Falkland Islands. Operate at all times within FIG’s Health, Safety & Wellbeing policy. Assist other members of staff when required so that work schedules are met. <p>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</p>			
Additional Information			
<p>Biosecurity is a developing and exciting field, crucial in preventing pests, diseases and non-native species arriving in the Falklands.</p> <p>FIG works throughout the biosecurity continuum of pre-border controls, border inspections and post border surveillance to safeguard the environment and economy from the introduction of pests, diseases and non-native species.</p> <p>All fresh produce and vehicle imports arriving in the Falklands are inspected for biosecurity risk organisms, as well as a large proportion of building materials, personal effects, mail and passengers</p> <p>The post holder will be required to be flexible as much of the work will take place at weekends or outside normal working hours.</p> <p>The post holder will also be required to undertake a certain amount of lifting and getting into awkward spaces as required due to the nature of the work.</p> <p>This is a ‘developmental’ post by which is meant that the successful applicant will be appointed to the position at the Grade which best suits their knowledge, skills and experience on appointment. Where appropriate, the successful candidate will undertake an appropriate learning and development plan and be given opportunities to continuously develop their knowledge, skills set and experience to enable them to move through the remaining Grades for the role as they continue to develop their career within the team and wider department.</p> <p>Given the limited numbers in the team, the post holder will however also be expected to be pro-active with regards to their own training and development.</p>			

Person Specification:	Biosecurity Assistant – Level 2		
NB Equivalent combinations of educational qualifications and experience may be considered.			
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
GCSE (or equivalent) in English, Maths and a Science subject at grade C/4 or above	✓		A
A valid current driving license	✓		A
A Level 2 certification Biosecurity or Biosafety or similar		✓	A
Knowledge, Skills & Experience			
2 years' experience in a relevant field (e.g., environmental, conservation, or fieldwork)	✓		A/I
Keen observational skills	✓		I/R/O
Good communication and interpersonal skills to deal professionally with members of the public and related stakeholders	✓		A/I/R
Able to use computers competently, including Microsoft software packages such as Outlook, Word, Excel etc	✓		A/I/R
Good attention to detail and meticulous and systematic record keeping and filing	✓		A/I/R
Good team player with the ability to work independently as required	✓		I/R
Good evidence based decision making skills and capacity to justify the reason for those decisions, verbally and in writing	✓		I/R
Ability to take a pragmatic and efficient approach to varied tasks and multi task effectively	✓		I/R
The ability to work and maintain confidentially	✓		I/R
Capacity to undertake further training as required	✓		A/I/R
An awareness of local environmental challenges and the importance of biosecurity		✓	A/I
Personal Attributes			
Reliability and punctuality	✓		I/R
Has an interest in in environmental protection or biology	✓		I/R
Initiative and curiosity to ask questions and learn proactively.	✓		I/R
Sufficiently 'fit' to undertake the range of duties required	✓		I/O
Ability to work outdoors in varying weather conditions as required.	✓		I/O
Aligns with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment: A - Application Form I - Selection Interview R – Reference O – Other