

Department:	Natural Resources	Section:	Biosecurity
Job Title:	Biosecurity Assistant – Level 2		
Reports to:	Biosecurity Officer		
Grade:	Falkland Islands Government Grade - F	Job Code:	TBC

Overall Purpose of the Role

To provide practical, administrative and technical support to the Biosecurity Officer. This includes conducting inspections and 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.

Main Accountabilities

- Following technical protocols and international best practices, conduct biosecurity 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.
- Be able to identify biosecurity risks, and independently make quick and effective decisions in order to contain risk organisms, and under the guidance of the Biosecurity Officer, 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.
- Assist the Biosecurity Officer to collate and report data and statistics on biosecurity threats, issues and interventions and report trends to the Directorate on Natural Resource and other policy makes.
- Follow technical protocols to collect samples, ensuring that they are properly preserved, photographed and logged to aid identification.
- Assist the Biosecurity Officer in the development Biosecurity Policy for the Falkland Islands.
- 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.
- Remain up-to-date with local, regional and international biosecurity issues and assist the Biosecurity Officer to flag those of relevance to the Falkland Islands.
- Provide cover for the Biosecurity Officer in their absence on leave etc and assist in the training, supervision and mentoring of the casual Biosecurity team.

General duties

- 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.

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.

Department:	Natural Resources	Section:	Biosecurity
Job Title:	Biosecurity Assistant – Level 3		
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 3		
NB Equivalent combinations of educational qualifications and experience may be considered.				
Criteria	Essential	Desirable	Assessment Method	
Qualifications and Training				
Level 3 NVQ (or equivalent) in a relevant subject	✓		A	
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				
5 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	
Good IT skills, 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	
Problem-solving mind-set and ability to adapt to challenges in the field	✓		I/R	
An awareness of local environmental challenges and the importance of biosecurity	✓		A/I	
Knowledge of biological collection and identification techniques, treatment and control measures, inspections and surveys		✓	A/I	
Personal Attributes				
Reliability and punctuality	✓		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