

Role description

General information

Title:	Apiary Support Officer			Classification:	ASO4	
Division:	Biosecurity SA	Branch:	Animal Biosecurity		Business unit:	Apiaries
Type of appointment:	Contract	Hours of duty:	37.5	Location:	Adel – Metro (Waymouth) / Glenside	

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

The Apiary unit comprises a small team performing surveillance, compliance, and education and awareness activities, implemented through National and State programs which support SA beekeepers and apiary industry to improve bee biosecurity practices and productivity.

Purpose

The Apiary Support Officer provides operational, administrative and logistical support to assist the effective delivery of the Apiary and Varroa mite program.

The role supports the Apiary Unit in the prevention, detection, management and response to exotic and established bee pests and diseases through the coordination of surveillance activities, stakeholder engagement, business systems, data management, technical administration and the provision of accurate and timely information to beekeepers and industry stakeholders.

The position contributes to effective biosecurity outcomes by implementing and maintaining operational processes, procedures and systems that support legislative compliance, program delivery and consistent service provision within the Apiary Unit.

Key accountabilities

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| <ul style="list-style-type: none"> Coordinate business support services for the Apiary Unit, including administrative systems, records management, authorisations, permit administration and correspondence, ensuring information is accurate, current and managed in accordance with departmental policies and procedures. Coordinate operational support activities for the Apiary Unit's surveillance and compliance programs, including logistics, resource planning, casual workforce administration, sample management and stakeholder support to facilitate effective program delivery. Maintain business systems, online platforms and associated work instructions, supporting system administration, data integrity, reporting and consistent application of business processes. | <ul style="list-style-type: none"> Coordinate the administration and maintenance of operational assets, equipment, facilities and business support resources, ensuring they are available, maintained and managed in accordance with work health and safety requirements and departmental policies. Develop and maintain effective working relationships with beekeepers, industry representatives, service providers and internal stakeholders, responding to enquiries and coordinating communications and information to support biosecurity objectives. |
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Key deliverables / results

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| <ul style="list-style-type: none"> Permit applications are processed accurately and within agreed service standards, enabling timely legislative decisions and supporting compliance with apiary regulatory requirements. | <ul style="list-style-type: none"> Public information and communication materials are accurate, current and consistent with legislation, policy and operational requirements, supporting industry awareness and best-practice biosecurity. |
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| <ul style="list-style-type: none"> Beekeeper and stakeholder enquiries are responded to accurately, professionally and within agreed service standards, resulting in high levels of customer service and timely access to information. Samples are accurately documented, submitted and communicated in accordance with established procedures, supporting timely disease surveillance activities and accurate reporting. Apiary registration, surveillance and case management records are accurate, complete and maintained in a timely manner, supporting legislative compliance, reporting and operational decision-making. Operational resources, equipment and assets are maintained in a serviceable and readily available condition, ensuring surveillance and operational activities are delivered without unnecessary delay. | <ul style="list-style-type: none"> Opportunities to improve operational processes, procedures and business practices are identified and supported, contributing to efficient and consistent delivery service. Logistical support is effectively coordinated for Apiary Unit and BBO/VDO surveillance and engagement activities, ensuring personnel, equipment, resources and operational requirements are available to meet program objectives. |
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Relationships

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| <p>Internal</p> <ul style="list-style-type: none"> Reports to the Program Manager, Apiaries, providing regular updates on operational activities, emerging issues, risks and matters requiring escalation. Works collaboratively with Apiary Unit staff and management to support the coordinated delivery of surveillance, compliance, biosecurity and industry engagement activities. Develops and maintains effective working relationships with PIRSA staff across relevant business units to facilitate information sharing, coordinated service delivery and the achievement of shared biosecurity objectives. | <p>External</p> <ul style="list-style-type: none"> Liaises with state and national government agencies, industry organisations, service providers and other stakeholders to support the delivery of apiary programs, share information and contribute to coordinated biosecurity outcomes. |
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Requirements

- Possession of a current driver's license and willingness to drive.
- Out of hours work and inter / intrastate travel will be required
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.
- Ability to work safely around bees, in remote locations in hot weather and at night.
- Non-Allergic reaction to bee stings
- Incumbent will be required to undertake mandatory training for PHA BOLT Biosecurity in Australia, Reporting a suspect emergency plant pest", "National EPP Response Management" and "Biosecurity for Beekeepers" modules.

Qualifications

- Desirable:**
- Practical beekeeping experience.
 - Well-developed experience in undertaking apiary field work – surveillance, training, and engagement.
 - Desirable qualifications or experience:
 - A tertiary qualification in beekeeping.
 - Experience in the inspection and management of beehives and commercial apiary operations.
 - Knowledge of bee biology, bee pest and disease treatment and management.

Capabilities

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Capability	Behaviours
Professional and Technical Knowledge Demonstrates knowledge and experience applying technical information, legislation, policies and procedures within a regulatory, agricultural or operational environment.	• Applies knowledge of relevant legislation, policies, procedures and industry practices to support effective program delivery and compliance outcomes. • Demonstrates experience maintaining accurate records, managing information systems and applying established processes to support operational activities. • Communicates technical information clearly and accurately to a range of stakeholders and maintains knowledge relevant to the role through ongoing learning and development. • Uses knowledge of operational environments and emerging issues to identify risks, support problem solving and contribute to effective service delivery.
Achievement orientation Sets targets to achieve results; motivates self and others to focused efforts meeting deadlines even when the timeframe is demanding.	• Takes timely and appropriate action to progress work and achieve agreed outcomes. Adapts to changing priorities, processes and systems to support effective service delivery. Contributes to continuous improvement by identifying and implementing practical improvements to work practices. • Identifies and resolves issues within own area of responsibility, escalating matters where required
Customer orientation Understands the needs and requirements of diverse range customers/stakeholders and successfully balances their competing demands; anticipates customer needs and consistently strives to please customers and exceed their needs; develops and maintains customer confidence with both internal and external customers.	• Provides responsive and professional service to stakeholders. • Communicates clearly and adapts approach to different audiences. • Follows through on commitments and keeps stakeholders informed.
Systems thinking Appreciating how the whole is greater than the sum of the parts; recognising patterns that indicate the inter-relatedness, inter-connectedness and interdependence between people, events and processes.	• Understands how own work contributes to broader team and program objectives. • Considers impacts of processes and decisions on stakeholders. • Applies established processes and identifies opportunities for improvement.

HRMS no.:		ANZCO Code:		Objective ID:	A7649734
Delegate approval:	Deputy Executive Director, Biosecurity			Date:	26 August 2026
Approved and classified by People and Culture:	HR Business Partner, Biosecurity				