



JOB DESCRIPTION – STATION SUPERVISOR (Nadi)

Job Purpose

This position is responsible for effectively managing BAF operations at the respective Station. Station Supervisor will lead his team in championing the change in culture and attitude amongst BAF staffs and in driving the team towards the achievement of their respective goals and objectives.

Reporting to: Team Leader West

Key Responsibilities of the role include:

1. Leadership and Management

- Effectively lead & manage all daily operations at Nadi Station including staff, assets/equipment's and ensure key outputs and outcomes for the station are delivered and achieved;
- Monitor team's performance and identify training needs and provide coaching to staff;
- Lead by example and assume responsibility and ownership of the team's culture of continuous improvement;
- Oversee and authorizes staff leave(s), attendances, allowances and extra hours in your division;
- Oversee and ensure the health, safety and wellbeing of all staff within the station by actively monitoring and implementing OHS standards in accordance with relevant legislation and BAF internal policy;
- Undertake any other duties as reasonably required or directed by the Manager National Operations.

2. Strategic Support and Planning

- Implement approved strategies and systems to continuously improve the effectiveness and efficiencies of the station.
- Develop, Implement and monitor the strategic business plan for the station
- Ensure targets in the annual business plan and operational plan are regularly monitored and later collated for reporting on a quarterly basis.

3. Stakeholder Engagement & Communication

- Attend of all operational facilitation meetings on matters regarding Biosecurity, Imports, Export, stakeholder consultation and Border

facilitation;

- Establish and maintain close working relationship with other relevant agencies and stakeholders;
- Ensure that BAF's services are delivered effectively and efficiently in an effort to maintain credibility amongst its key stakeholders.
- Maintain effective communications with the Manager National Operations in terms of relevant operational issues.

4. Compliance & Risk Management

- Actively enforcing and implementing strict adherence to BAF Act, Operational Manual/SOPS's, BAF's internal policies and other legislative work documents;
- Timely reporting of any non-compliance/any matters affecting biosecurity operation to TL West/MNO.

5. Asset/Property Management

- Oversee and manage BAF assets allocated to your station;
- Take full responsibility for overseeing and safeguarding of BAF assets allocated to your station;
- Identify the specific needs of the station and actively assist the TL West in preparing and planning the station's budget;
- Provide support to the Board of Survey team in terms of verification of BAF's asset in your station.

6. Reporting

- Provide regular reporting on team's activities, success and challenges;
- Prepare station reports and submit within the agreed timeframe;
- Regularly report matters affecting biosecurity operations and its staff to TL West and to other relevant department;

Qualification and Experience

- A Bachelor's Degree in Agriculture or related discipline;
- Have three (3) to five (5) years of work experience (supervisory level) in Biosecurity.

Knowledge & Skills

- An ability to effectively lead and manage teams effectively in a change environment.
- Demonstrated ability to think strategically and holistically.
- Experience and knowledge in the identification and mitigation of potential biosecurity risks and issues.

- Demonstrated experience in program planning and management, including the management and support of staff.
- Proven ability to implement policies and strategies effectively.
- A good understanding of the budget and expenditure procedures. Including preparing a budget, monitoring progress against that budget
- Highly effective interpersonal and communication skills, including influencing, negotiating, conflict resolution
- Demonstrated understanding of managing Biosecurity operations and its policies in a service-oriented organization
- Valid Driving Licence

WHERE TO SEND YOUR APPLICATION

1. Visit our website www.baf.com.fj to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 18th July 2025 at 05:00pm.

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER