

Role Description

Laboratory Technical Officer (Research)

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	Agriculture/Plant Systems/Grain Services
Location	Tamworth
Classification/Grade/Band	Technical Officer Grade 1-3
Role Family <i>(internal use only)</i>	Bespoke/Science Technicians/Deliver
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	November 2018
Agency Website	www.dpi.nsw.gov.au

Agency overview

The NSW Department of Industry leads the state government's contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- Skill formation and development to match industry demand
- Partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist services and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

- Growth in quantity of employment and the value of output; and the
- Competitiveness and sustainability of industries in NSW.

We focus on four cultural attributes to deliver our outcomes: Ownership, Customer Experience, Innovation and Collaboration. These attributes are the pillars of our Corporate Plan.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, Agriculture (DPI Ag) leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries; and provides access to financial loans and grants through the Rural Assistance Authority (RAA).

Primary purpose of the role

The role provides technical support in research on pulse diseases, especially winter pulses including chickpeas, faba beans, lentils and field peas.

Key accountabilities

- Undertake laboratory research and manage laboratory systems including QMS to support the development of integrated management packages to control pulse diseases and viruses.
- Assist the project leader in project management, including submission of project proposals, budget monitoring and project reporting.
- Oversee operation and maintenance of research equipment such as growth chambers, incubators and microscopes.
- Supervision of casual and temporary technical staff.
- Liaise where necessary with NSW DPI management, staff, collaborators and contractors.
- Promote and maintain a safe work culture in the laboratory.
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines.

Key challenges

- Manage multiple tasks effectively and perform diagnostics for research programs and clients in a timely manner.
- Work within an external team environment to ensure outcomes are met.
- Evaluate existing and newly developed laboratory methods for their suitability, particularly for a fast diagnosis of large numbers of plant samples.

Key relationships

Who	Why
Internal	
Senior Plant Pathologist	<ul style="list-style-type: none"> • Receive direction on work planning, prioritising tasks. Provide advice and feedback on project progress and contribute to decision making. • Identify emerging issues and their implications and propose solutions.
Project team	<ul style="list-style-type: none"> • Interact and work collaboratively with project team and Plant Systems staff to achieve objectives; inspire and motivate team.
External	
Collaborators	<ul style="list-style-type: none"> • Liaise with collaborators to ensure project objectives are met.

Role dimensions

Decision making

This role needs to:

- Work in partnership with the project leader and team members to determine the day-to-day tasks and priorities
- Prioritise and perform tasks in consultation with the project leader and team members.
- Make day-to-day decisions regarding project work, independently and in consultation, including advice, guidance and feedback.

Reporting line

This position reports directly to Senior Pulse Pathologist

Direct reports

Technical Assistants and casuals as required.

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental financial delegation

Essential requirements





- Qualifications in accordance with Part 2 (xvii) of the Crown Employees (Department of Industry) Technical Staff Award
- Current driver's licence and ability and willingness to travel.
- Experience in the use of project management and financial software.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available Take responsibility for delivering services which meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others health and safety Escalate issues when these are identified
Business Enablers Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence in the use of core office software applications or other technology used in role Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation Understand information, communication and document control policies and systems, and security protocols Comply with policies on acceptable use of technology