

Role Description

Technical Officer (Field)



Department of
Primary Industries

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Agriculture / Plant Systems / Northern Cropping Systems / Northern Irrigated Systems / Pulse Agronomy
Location	Narrabri
Classification/Grade/Band	Technical Officer Grade 1 - 3
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	October 2017
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.

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 is designed to provide technical support to the Research and Development Agronomist in research operations and management as well as assisting with the day to day running of projects.

Key accountabilities

- Plan, conduct, process and analyse field sample collection activities
- Manage, collect and accurately record research data and information
- Work independently and as part of a cohesive team
- Operate, manage and maintain field equipment and laboratory instruments used in pulse agronomy research
- Manage the maintenance of work health and safety (WH&S) and quality management system databases
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

- Managing multiple field trials at various locations and undertaking frequent field work in varying conditions
- Managing large datasets and recording data in a format suitable for statistical analysis and interpretation
- Liaising effectively with inter-organisational colleagues with regard to shared space and resources

Key relationships

Who	Why
Internal	
Research and Development Agronomist	<ul style="list-style-type: none">• Receives direction on work planning, prioritising tasks. Provides feedback on project or task progress.
Northern Cropping Systems Unit staff	<ul style="list-style-type: none">• Interact and work collaboratively with research and technical staff to achieve unit objectives.• Provide support and guidance to staff
External	
Key external stakeholders, including growers, other researchers, public and/or private agencies, agribusiness consultants and funding providers	<ul style="list-style-type: none">• Collaborate to design, plan and deliver combined projects with external partners.• Represent the department and deliver presentations at research and industry forums

Role dimensions

Decision making

This role makes decisions in collaboration with the Project in prioritising work tasks and resource allocation. The role will refer to the supervisor for any decisions that require significant deviation from agreed outcomes or timeframes; are likely to escalate or create substantial or contentious precedent; require a higher administrative or financial delegation, or submission to a higher level of management.

Reporting line

Research and Development Agronomist

Direct reports

The role assists in the supervision of Technical Assistants and casual staff.

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 NSW Driver Licence






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
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice