

Role Description

Farm Assistant



Department of
Primary Industries

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Research Excellence / Research Services
Location	Various
Classification/Grade/Band	Operational Staff Grade 1
ANZSCO Code	841599
PCAT Code	1229192
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, Research Excellence Branch provides world class scientific leadership and facilities, drives innovation and partners with other research and government entities to promote scientific and research excellence that maximises the NSW Government's return on investment for all primary industries sectors.

Primary purpose of the role

The Farm Assistant performs farming and field maintenance activities for the Department including commercial and research pasture/fodder crop production, livestock activities and farm asset maintenance. The Farm Assistant works as part of a team supervised by the Farm Supervisor.

Key accountabilities

- Undertake general crop, pasture, animal and farm operations
- Pasture/cropping activities such as paddock preparation, sowing, irrigation scheduling, , herbicide and insecticide spraying, harvest, and cover cropping
- Handle livestock and maintain the welfare of farm animals
- Operate and maintain tractors and other farm equipment
- Maintain farm and grounds as required including fencing, road works maintenance, and repair of Department buildings, plant and structures
- Accurately record details of livestock, paddock, chemical and machinery usage and of maintenance
- Work as part of a team to support the research work of the Department

Key challenges

- Undertake physical work in varying environmental conditions
- Maintain diverse, sensitive and complex research plots/animal trials
- Maintain high quality farm records

Key relationships

Who	Why
Internal	
Other Departmental Staff	<ul style="list-style-type: none">• Communicate with to achieve desired outcomes.
Work Team	<ul style="list-style-type: none">• Collaborate and participate in meetings and discussions to determine work outcomes.
Farm Supervisor and Cluster Manager	<ul style="list-style-type: none">• Receive guidance from, discuss priorities and provide regular updates on key issues and progress. Escalate issues as appropriate.

Role dimensions

Decision making

Take direction from the Farm Supervisor to undertake the day to day tasks and priorities of the site while complying with WHS legislation requirements.

Reporting line

Farm Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Current NSW Driver Licence
- Chemical Accreditation AQF 3
- Current forklift licence or eligibility to obtain

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	Foundational
	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	Foundational
	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 Project Management	Foundational	<ul style="list-style-type: none"> Plan and deliver tasks in line with agreed schedules Check progress against schedules, and seek help to overcome barriers Participate in planning and provide feedback about improvements to schedules