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| **Cluster** | Industry |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI / Biosecurity and Food Safety / Plant Biosecurity and Product Integrity |
| **Location** | Orange |
| **Classification/Grade/Band** | Professional Officer Grade 1 - 4 |
| **ANZSCO Code** | 234111 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 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.

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, the Biosecurity & Food Safety Division is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety. It delivers a risk based approach to policy and compliance, and provides regional engagement and coordination in response to emergency incidents and natural disasters impacting primary industries and the food sector.

Primary purpose of the role

To deliver the NSW component of the National Grains Farm Biosecurity Program, involving increasing the awareness and knowledge of farm biosecurity and priority key pest threats to the grains industry among growers and other industry participants and promoting and facilitating biosecurity best practice.

Key accountabilities

* Promote grains biosecurity best practice through attendance and participation at key agricultural events, field days and farm tours, demonstrating biosecurity best practice and distributing awareness information
* Develop and present training activities providing biosecurity information and specific advice to improve farm biosecurity and promote best practice
* Prepare and deliver resource materials to assist grains industry adoption of biosecurity best practice and increase knowledge of emergency plant pests and reporting procedures
* Identify opportunities, develop and provide technical advice and support for the collection and recording of surveillance data for high priority exotic pests of the grains industry
* Train in state and national policies and strategies for responding to emergency plant pest incursions and actively participate in emergency plant pest responses, complying with state and national obligations
* Provide advice to Department staff, industry and members of the public in an effective and timely manner that maintains or enhances the reputation of NSW plant biosecurity operations across the state
* Comply with work standards for Education Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

Key challenges

* Communicating grains biosecurity clearly, informatively and in a way that captures the attention of the target group despite competition for people's attention and the multitude of other issues and challenges faced by the grains industry
* Recruiting voluntary contribution to exotic pest surveillance by private industry as part of best practice obligations with no financial renumeration or immediate benefits to their business

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Plant Biosecurity - Leader Plant Pest Surveillance | * Receive direction on work planning and priority tasks. Provide feedback on role and regular updates key biosecurity issues |
| Plant Biosecurity - Manager Strategy and Planning and team members | * Interact and work collaboratively with Plant Biosecurity staff to achieve unit objectives and promote it’s values |
| NSW DPI staff | * Collaborate with other units within NSW DPI to promote and implement biosecurity best practice within the grains industry |
| **External** |  |
| Plant Health Australia | * Communicate with and through the National Grains Farm Biosecurity Program which PHA co-ordinates |
| Grains Industry - growers, agronomists, other key stakeholders | * Promote biosecurity best practice throughout all aspects of the grains supply chain |

Role dimensions

## Decision making

The Professional Officer has a moderate level of autonomy and is accountable for meeting project milestones within the Grains Farm Biosecurity Program. The position requires prioritising tasks within the responsibilities of the role.

As the position is part of a national program, liaison with Plant Health Australia, other state GBOs and/or Leader, Plant Pest Surveillance is required. This includes the finalisation of communications, training and awareness materials for distribution to stakeholders, and setting priorities for the National Grains Farm Biosecurity Program.

## Reporting line

Plant Biosecurity Leader Plant Pest Surveillance

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Degree qualification in Agricultural Science, Horticultural Science, Science or relevant field
* Demonstrated knowledge and understanding of grain production
* Current NSW Driver License

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](http://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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Intermediate** |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| **Commit to Customer Service** | **Advanced** |
| Work Collaboratively | Intermediate |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Intermediate |
| **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Adept |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Intermediate** |

## 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 | Intermediate | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and follow legislation, rules, policies, guidelines and codes of conduct  Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct  Recognise and report misconduct, illegal or inappropriate behaviour  Report and manage apparent conflicts of interest |
| **Personal Attributes**  Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Commit to Customer Service | Advanced | Promote a culture of quality customer service in the organisation  Initiate and develop partnerships with customers to define and evaluate service performance outcomes  Promote and manage alliances within the organisation and across the public, private and community sectors  Liaise with senior stakeholders on key issues and provide expert and influential advice  Identify and incorporate the interests and needs of customers in business process design  Ensure that the organisation’s systems, processes, policies and programs respond to customer needs |
| **Results**  Plan and Prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly |
| **Results**  Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about their application by self and others  Be alert to risks that might impact the completion of an activity and escalate these when identified  Use financial and other resources responsibly |
| **Business Enablers**  Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directions  Understand project goals, steps to be undertaken and expected outcomes  Prepare accurate documentation to support cost or resource estimates  Participate and contribute to reviews of progress, outcomes and future improvements  Identify and escalate any possible variance from project plans |