

Role Description

Site Manager



Department of
Primary Industries

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| Cluster | Regional NSW |
| Agency | Department of Regional NSW |
| Division/Branch/Unit | DPI / Infrastructure Investment and Business Development / Research Services |
| Location | Various |
| Classification/Grade/Band | Clerk 9/10 |
| Role Family (<i>internal use only</i>) | Bespoke/Trades & labour, Facilities Management/Lead |
| ANZSCO Code | 132511 |
| PCAT Code | 1119192 |
| Date of Approval | November 2021 (Updated from March 2019) |
| Agency Website | www.dpi.nsw.gov.au |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

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.

DPI Infrastructure, Investment & Business Development Branch works across the breadth of DPI and is focused on maximising the utilisation and productivity of the Department's infrastructure portfolio. Through strong partnerships (internal and external) we also identify commercialisation pathways and help shape DPI's future investments. Our programs focus transforming our connections with customers through data and excellence in customer service and delivery of assistance programs.

Primary purpose of the role

Manage site infrastructure and resources, working closely with DPI researchers and commercial partners to deliver research outcomes for DPI, industry partners and relevant stakeholders. This role undertakes operational and site management to support research projects and operational crops, utilising commercial/operational best management practice to guide commercial and research outcomes.

Key accountabilities

- Lead and manage site management functions including: security, contractors, infrastructure, and the management of maintenance, human and physical resources in accordance with Departmental standards and to ensure high quality research outcomes.
- In consultation with the Institute Director, establish and maintain relationships with external and industry stakeholders for the purposes of site development.
- In conjunction with the Cluster Manager, and in consultation with Institute Director, co-develop site strategic plans for infrastructure and maintenance to ensure best use of site facilities and infrastructure for research and commercial purposes.
- Plan and lead all the budgeting and financial administration of the Research Services Branch on site, develop site budgets with section managers, and manage activities relating to administration, maintenance and research/operational program requirements.
- Undertake the commercial marketing and sale of farm produce to support the commercially sustainable operation of the site and ensure best practice in commercial crop management of research fields
- Undertake business planning for the sites, providing reports and analysis of operations and activities.

Key challenges

- Developing a culture of rigorous financial and business planning by support staff and clients across the site.
- Managing expectations, communicating and negotiations effectively with diverse stakeholders, while balancing competing demands for resource allocation to ensure objectives are achieved within a multi-agency site.
- Balancing the interests of researchers, best practice farming and commercial interests.

Key relationships

| Who | Why |
|--|--|
| Internal | |
| Cluster Manager | <ul style="list-style-type: none">• Provide support, information, reports and analysis of farm operations and activities. In consultation, develop budgets monitor farm income and expenditure. |
| Farm, administrative and maintenance staff | <ul style="list-style-type: none">• Plan work programs and monitor to ensure activities are undertaken as planned. Motivate team, provide direction and manage performance. |
| Institute Director, Researchers, tenants and other key staff | <ul style="list-style-type: none">• Meet with, inform discuss and coordinate site services, farm plans and activities.• Support a strong bilateral network to the and other agencies on site. |
| External | |
| Contractors | <ul style="list-style-type: none">• Employ and manage contractors to complete specific duties. |
| Suppliers, customers agents | <ul style="list-style-type: none">• Negotiate the supply, purchase and sale of goods, livestock and produce. |

Role dimensions

Decision making

- Make decisions relating to infrastructure management and commercial management systems, within agreed parameters.
- Make decisions relating to staff accommodation facilities, resource allocation and emergency response, within agreed parameters.
- In conjunction with the Farm Supervisor to make decisions relating to farm planning, resource allocation and emergency response, within agreed parameters.
- Oversee the allocation of work to contractors and monitor progress.
- Manage staff, contractor and visitor compliance with WHS legislation.

Reporting line

Cluster Manager.

Direct reports

This role has up to ten direct reports

Budget/Expenditure

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

Essential requirements






- Degree in a relevant agricultural or business discipline or equivalent experience
- Required to live on site. A house is provided at a subsidised rent
- 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 | Intermediate |
| | Act with Integrity | Adept |
| | Manage Self | Intermediate |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Advanced |
| | Commitment to Customer Service | Adept |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Adept |
| | Technology | Intermediate |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Intermediate |
|  People Management | Manage and Develop People | Adept |
| | Inspire Direction and Purpose | Intermediate |
| | Optimise Business Outcomes | Intermediate |
| | Manage Reform and Change | 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 | Adept | <ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|---|
| Relationships Communicate Effectively | Advanced | <ul style="list-style-type: none"> Act to prevent and report misconduct, illegal and inappropriate behaviour Speak at the right pace and volume for varied audiences Allow others time to speak Display active listening Explain things clearly Be aware of own body language and facial expressions Write in a way that is logical and easy to follow |
| Relationships Commit to Customer Service | Adept | <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 Deliver Results | Intermediate | <ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required |
| Results Demonstrate Accountability | Adept | <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 Finance | Advanced | <ul style="list-style-type: none"> Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound Assess relative cost benefits of direct provision or purchase of services Understand and promote the role of sound financial management and its impact on organisational effectiveness Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement Respond to financial and risk management audit outcomes, addressing areas of non-compliance |
| Business Enablers Project Management | Intermediate | <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 |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|---|
| People Management Manage and Develop People | Advanced | <ul style="list-style-type: none"> • Participate in planning and provide feedback about improvements to schedules • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives |
| People Management Optimise Business Outcomes | Intermediate | <ul style="list-style-type: none"> • Develop team/unit plans that take into account team capability and strengths • Plan and monitor resource allocation effectively to achieve team/unit objectives • Ensure team members work with a good understanding of business principles as they apply to the public sector context • Participate in wider organisational workforce planning to ensure the availability of capable resources |