

Role Description

Technical Officer Vertebrate Pest Research



Department of
Primary Industries

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Biosecurity and Food Safety / Invasive Plants and Animals
Location	Various
Classification/Grade/Band	Technical Officer Grade 1 - 3
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	October 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, 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

The role provides technical support to various management research projects in Vertebrate Pest Research Unit.

Key accountabilities

- Assist with research projects to deliver outcomes in accordance with contractual arrangements
- Operate laboratory and field equipment, purchase goods, liaise with contractors and collaborators as required
- Support laboratory and animal field research, including administration, animal handling, camera trapping experiments, data collection, collation, analyses and reporting
- Collect, collate, manage data under direction of the project leader
- Keep up to date with technical developments relevant to the contracted research project, methodologies, data management systems and instrumentation
- Liaise where necessary with staff within NSW DPI, Local Land Services, collaborators, contractors, suppliers and landholders
- Maintain equipment and resources according to relevant manuals
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

- The nature and complexity of the research work will require the incumbent to manage and collate large datasets
- The role will need to operate and maintain a range of field based equipment
- Work within a team environment to ensure research outcomes are met

Key relationships

Who	Why
Internal	
Project Leader	<ul style="list-style-type: none">• Report on activities, provide advice and gain direction on key issues• Escalate issues, keep informed and advise• Participate in meetings to represent work group perspective and share information about day to day and medium to long term issues
Research Team	<ul style="list-style-type: none">• Ensure all tasks are completed in a timely manner• Contributing to a harmonised team environment by completing all assigned tasks and taking initiative to assist other team members that may require additional help

Role dimensions

Decision making

The role has a moderate level of autonomy and is accountable for independent completion of research tasks. The Technical Officer refers to the supervisor any decisions that require significant deviation from project 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 Officer

Direct reports

Temporary technical assistants as required

Budget/Expenditure

Nil

Essential requirements

- Qualifications in accordance with Part 2 (xvii, xviii) of the Crown Employees (Department of Industry) Technical Staff Award
- Experience and willingness to operate 4WDs and travel in aircraft (or able and willing to undertake the necessary training)
- Current NSW manual Driver License and the ability and willingness to travel and undertake field work including within remote locations in NSW





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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Show respect, courtesy and fairness when interacting with customers • 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