

# Role Description

## Education Officer Honey Bees



Department of  
Primary Industries

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	Education
Location	Paterson
Classification/Grade/Band	Professional Officer Grade 1-4
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	21 June 2017
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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.

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.

### Primary purpose of the role

The Education Officer Honey Bee Training Coordinator is responsible for the statewide growth and development of the Beekeeping training program at Tocal College. This role will oversee the delivery of quality education and assessment services to both fulltime and part time students in beekeeping as well as supporting a profitable and sustainable agricultural industry and the achievement of Agriculture NSW's corporate objectives.

### Key accountabilities

- Coordinate the delivery of quality and compliant training and assessment relating to beekeeping as part of Tocal College's Vocational Education and Training Program

- Identify and strengthen stakeholder partnerships to grow the program, industry participants and peak industry bodies to maintain the currency of the training program and the value to the beekeeping and agricultural industries.  
Liaise with employers and other industry personnel to ensure courses remain relevant to industry needs
- Keep up-to-date with the latest developments and issues in Beekeeping and pollination services
- Continuous improvement of training and assessment activities consistent with the VQF (Vocational Quality Framework) and other relevant legislation
- Contribute to the delivery of training and assessment to students in the beekeeping program including trainees and undertake skills recognition where required
- Coordinate the management and husbandry of all training hives and livestock
- Comply with work standards according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale for Education Officers in the Crown Employees (NSW Department of Industry) Professional Officers Award

## Key challenges

- Develop and deliver external program resources in a range of topics within areas of expertise.
- Maintain currency with Vocational Education and Training industry best practice
- Develop and maintain relationships with key stakeholders including other staff, students and industry

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader External Courses and Skills Recognition	<ul style="list-style-type: none"> <li>• Receives guidance from, discusses priorities and provides regular updates on key issues and progress. Escalates issues as appropriate</li> </ul>
Agency colleagues	<ul style="list-style-type: none"> <li>• Work collaboratively with College management and staff to ensure work is aligned to Departmental and Division priorities</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Interacts with and works collaboratively to achieve communications strategy outcomes</li> </ul>
<b>External</b>	
Commercial farmers and industry representatives	<ul style="list-style-type: none"> <li>• Provide and gather information and ascertain issues, input and support</li> </ul>
Customers - individual or enterprises	<ul style="list-style-type: none"> <li>• Ensure delivery of quality products and initiatives, in line with client service principles and code of conduct</li> </ul>

## Role dimensions

### Decision making

Plans and organises work to achieve agreed business objectives and tasks, within approved work and project plans. Submits assessment results and reports, with little input from supervisor.

### Reporting line

The role reports to the Team Leader External Courses and Skills Recognition

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Degree in Agriculture or related field
- Certificate IV in Training and Assessment or ability to obtain the certificate within agreed timeframe
- Current NSW Driver Licence and the ability and willingness to travel
- Current Working with Children Check or the ability to obtain prior to or on appointment

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>• Ensure systems are in place to capture customer service insights to improve services</li> <li>• Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> </ul>	Advanced

- 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 and encourage new ideas and innovative approaches
- Ensure that the organisation's systems, processes, policies and programs respond to customer needs



### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept

### Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



### Project Management

Understand and apply effective planning, coordination and control methods





- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational