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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | DPI / Biosecurity and Food Safety / Science and Research / Animal Biosecurity Research |
| **Location** | Various |
| **Classification/Grade/Band** | Technical Officer Grade 1-3 |
| **ANZSCO Code** | 311111 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | July 2019 (updated November 2021) |
| **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.

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 a research project in the area of Animal Biosecurity.

# Key accountabilities

* Assist with research projects to deliver outcomes in accordance with contractual arrangements
* Operate laboratory equipment, purchase goods, liaise with contractors and collaborators as required
* Support laboratory and animal research, including animal handling, molecular biology experiments, data collection, 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, instrumentation
* Liaise where necessary with staff within NSW DPI, collaborators, contractors and suppliers
* Maintain equipment and resources according to relevant manuals and ISO9001 standard
* 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 plan and prioritise resources in advance and rapidly at busy times
* The role will need to operate and maintain a range of molecular biology based equipment
* Work within a team environment to ensure research outcomes are met

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Project Leader | * 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 | * Ensure all tasks are completed in a timely manner * Contributing to a harmonious 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

Project Leader

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Qualifications in accordance with Part 2 (xviii) of the Crown Employees (Department of Industry) Technical Staff Award
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).
* Current NSW Driver Licence

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | Behave in an honest, ethical and professional way  Build understanding of ethical behaviour  Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation  Speak out against misconduct and illegal and inappropriate behaviour  Report apparent conflicts of interest | Foundational |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needs  Help customers understand the services that are available  Take responsibility for delivering services that 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  Recognise that customer service involves both external and internal customers | Foundational |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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  Follow government and organisational record-keeping requirements | Foundational |
| business-enablers | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | Display familiarity and confidence when applying technology used in role  Comply with records, communication and document control policies  Comply with policies on the acceptable use of technology, including cyber security | Foundational |

## 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Foundational |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Foundational |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| relationships | 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 | Foundational |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |