# Role Description
# Research Officer (Entomology)

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|---|---|
| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Group/Division/Branch** | DPI/ Biosecurity and Food Safety / EMAI / Plant Biosecurity Research and Diagnostics |
| **Location** | Menangle |
| **Classification/Grade/Band** | Professional Officer Grade 1-4 |
| **Role Family** | Standard / Science and Engineering / Delivery |
| **ANZSCO Code** | 234112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 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

Conduct professional research in entomology issues having relevance to the Department's Corporate Goals and ensure that findings from such research and relevant findings from the broader field in general are brought to the Department's attention for appropriate action in policy and administration.

## Key accountabilities

- Develop, lead and implement research projects to deliver outcomes in accordance with contractual arrangements
- Proactively identify opportunities to continually improve efficiency and effectiveness of project management

- Support research, including establishment and management of experiments, data collection and collation, analyses and reporting in accordance with business requirements and contractural arrangements
- Operate equipment, purchase goods, and liaise with contractors and collaborators as required.
- Keep up to date with technical developments relevant to the contracted research project, including methodologies, data management systems, instrumentation
- Liaise where necessary with staff within NSW DPI, national/international collaborators, contractors and landholders. Establish and maintain effective scientific and industry networks, attending seminars and other professional forums to ensure that the Department has access to relevant and up-to-date information.
- Actively promote the acceptance and adoption of project findings within NSW DPI and with external collaborators as a means of contributing to the Department's corporate goals
- Comply with work standards 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

- Managing multiple tasks effectively within tight timeframes to meet research outcomes
- Working within a team environment and independently to ensure research outcomes are met
- Liaising with external stakeholders to acquire funding, access resources or establish collaborative arrangements required for the conduct of research.

## Key relationships

| Who | Why |
|---|---|
| **Internal** | |
| Leader Entomology Research | • Report on research activities and provide advice on progress of research |
| Manager, Director, Deputy Director General, | • Escalate issues, keep informed and advise |
| CPPO, CVO, Chief Scientist | • Application of findings of scientific research |
| **External** | |
| Interstate colleagues/stakeholders | • Discuss technical issues |

## Role dimensions

### Decision making

The Research Officer has a moderate level of autonomy and is fully accountable for independent completion of research project/s. The Research Officer refers to the supervisor any decisions that require significant deviation from agreed 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. The Research Officer seeks permission from the Director-General to attend conferences and present papers at meetings overseas.

**Reporting line**

Leader Entomology Research

**Direct reports**

Nil

**Budget/Expenditure**

Nil

## Essential requirements

- Degree Qualifications as relevant to the role e.g. Agriculture, Science or Veterinary Science or related field
- NSW Drivers Licence and the ability and willingness to travel.

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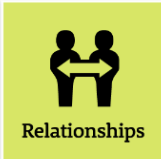
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## 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** | **Act with Integrity**<br>Be ethical and professional, and uphold and promote the public sector values | • Represent the organisation in an honest, ethical and professional way<br>• Support a culture of integrity and professionalism<br>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct<br>• Recognise and report misconduct and illegal and inappropriate behaviour<br>• Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| | **Manage Self**<br>Show drive and motivation, an ability to self-reflect and a commitment to learning | • Adapt existing skills to new situations<br>• Show commitment to achieving work goals<br>• Show awareness of own strengths and areas for growth, and develop and apply new skills<br>• Seek feedback from colleagues and stakeholders<br>• Stay motivated when tasks become difficult | Intermediate |
| **Relationships** | **Commit to Customer Service**<br>Provide customer-focused services in line with public sector and organisational objectives | • Focus on providing a positive customer experience<br>• Support a customer-focused culture in the organisation<br>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers<br>• Identify and respond quickly to customer needs<br>• Consider customer service requirements and develop solutions to meet needs<br>• Resolve complex customer issues and needs<br>• Cooperate across work areas to improve outcomes for customers | Intermediate |
| | **Work Collaboratively**<br>Collaborate with others and value their contribution | • Encourage a culture that recognises the value of collaboration<br>• Build cooperation and overcome barriers to information sharing and communication across teams and units<br>• Share lessons learned across teams and units<br>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work<br>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |

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| Capability group/sets | Capability name | Behavioural indicators | Level |
|---|---|---|---|
| Results | **Think and Solve Problems**<br>Think, analyse and consider the broader context to develop practical solutions | • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues<br>• Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others<br>• Take account of the wider business context when considering options to resolve issues<br>• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements<br>• Implement systems and processes that are underpinned by high-quality research and analysis<br>• Look for opportunities to design innovative solutions to meet user needs and service demands<br>• Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| | **Demonstrate Accountability**<br>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<br>• Understand delegations and act within authority levels<br>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices<br>• Be aware of risks and act on or escalate risks, as appropriate<br>• Use financial and other resources responsibly | Intermediate |

| FOCUS CAPABILITIES | | | |
|---|---|---|---|
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| Business Enablers | **Project Management**<br>Understand and apply effective planning, coordination and control methods | • Understand all components of the project management process, including the need to consider change management to realise business benefits<br>• Prepare clear project proposals and accurate estimates of required costs and resources<br>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements<br>• Identify and evaluate risks associated with the project and develop mitigation strategies<br>• Identify and consult stakeholders to inform the project strategy<br>• Communicate the project's objectives and its expected benefits<br>• Monitor the completion of project milestones against goals and take necessary action<br>• Evaluate progress and identify improvements to inform future projects | Adept |

## 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.

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## 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** | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| **Results** | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| **Business Enablers** | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| | 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 | Intermediate |

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