

Role Description

Non Graduate Lecturer



Department of Primary Industries
and Regional Development

Cluster	Primary Industries and Regional Development
Agency	Department of Primary Industries and Regional Development
Division/Branch/Unit	DPI / Agriculture / Education
Location	Various
Classification/Grade/Band	Non Graduate Lecturer Year 1 to 10
Job Family (internal use only)	Bespoke / Communication and Engagement / Deliver
ANZSCO Code	242211
PCAT Code	1119192
Date of Approval	August 2020 (updated September 2024)
Agency Website	www.dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

The role is responsible for the delivery of quality practical skills training in agriculture.

Key accountabilities

- Deliver quality and compliant training relating to sustainable agriculture as part of Tocal College's Vocational Education and Training Program
- Keep up-to-date with the latest developments and issues in practical farm management and sustainable agriculture
- Contribute to the continuous improvement of training activities carried out consistent with the VQF (Vocational Quality Framework) and other relevant legislation
- Liaise with employers and other industry personnel to ensure courses remain relevant to industry needs
- Contribute to the responsibilities associated with the management of mobile agricultural college training resources and maintenance

Key challenges

- Developing and delivering training to students in a range of topics within areas of expertise
- Maintaining currency with Vocational Education and Training industry best practice
- Developing and maintaining relationships with key stakeholders including other staff and industry

Key relationships

Who	Why
Internal	
Agency Staff	<ul style="list-style-type: none">• Communicates with College management and staff, to ensure work is aligned to Departmental and Division priorities
Work team	<ul style="list-style-type: none">• Participate in meetings to discuss work group perspectives and share information
Team Leader – Workforce Skills	<ul style="list-style-type: none">• Receives guidance from, discusses priorities and provides regular updates on key issues and process• Escalates issues as appropriate
External	
Commercial farmers and industry representatives	<ul style="list-style-type: none">• Provide and gather information and ascertain issues, input and support
Customers - individual or enterprises	<ul style="list-style-type: none">• Ensure delivery of quality products and initiatives, in line with client service principles and code of conduct

Role dimensions

Decision making

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

Reporting line

Team Leader

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Certificate IV in Training and Assessment TAE40116/TAE40122 or willingness to complete
- Certificate III in Agriculture or Conservation Land Management or relevant qualification
- Current NSW Driver Licence and the ability and willingness to travel

- A current Working with Children Check (WWCC) is an essential requirement for this role. The role has been identified as requiring this check in line with the Child Protection (Working With Children) Act 2012

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult 	Intermediate
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions 	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>		<ul style="list-style-type: none"> Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	
	<p>Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant customers within the community 	Adept
 <p>Results</p>	<p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> 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
	<p>Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> 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 	Intermediate

FOCUS CAPABILITIES




Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Be aware of risks and act on or escalate risks, as appropriate Use financial and other resources responsibly Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	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	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 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	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational