

Role Description

Farm Manager



Department of
Primary Industries

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Agriculture / Research Services
Location	Yanco
Classification/Grade/Band	Technical Officer 3
Role Family (<i>internal use only</i>)	Bespoke / Science and Engineering / Lead
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	May 2016 (updated August 2020)
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, 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 Farm Manager manages the operational farming activities of the Agricultural Research Centre, ensuring efficient use of Departmental resources. The role ensures farming activities, which facilitate research projects and trials, are conducted in accordance with best management practices, whilst maintaining a commercial focus and is an essential link between management, research staff, training groups, local office staff, commercial partners and farm operations.

Key accountabilities

- Plan and manage all farm operations in livestock programs and resource management
- Lead and manage a team of staff and contractors to ensure work is conducted in accordance with Departmental standards
- Establish and maintain relationships with stakeholders for the purposes of development and implementation of operational plans

- Utilise farming expertise to guide and inform research and commercial activities
- Develop and oversee farm maintenance and security programs farm budgets and records relating to farming operations
- Provide reports and analysis of operations and activities to management and work with management to develop strategies and long-term plans and inform decision making.

Key challenges

- Balancing competing demands for resource allocation to ensure objectives are achieved
- Tailoring communication to meet the needs of a diverse range of stakeholders
- Balancing the interests of researchers, best practice farming and commercial interests

Key relationships

Who	Why
Internal	
Manager	Provide information, reports and analysis on farm operations and activities. In consultation, develop budgets and monitor farm income and expenditure
Farm staff	Allocate work and ensure activities are undertaken as planned. Motivate team, provide direction and manage performance
Branch colleagues and other Departmental colleagues	Work collaboratively to achieve business outcomes
Researchers	Discuss and coordinate farm plans and activities
External	
Contractors	Employ and manage contractors to complete specified duties
Suppliers, customers, agents	Negotiate the supply, purchase and sale of goods, livestock and produce

Role dimensions

Decision making

- Authorised to make all decisions relating to farm planning, resource allocation and emergency response, within agreed parameters
- Allocates work to farm staff and contractors and monitors progress
- Manages staff, contractor and visitor compliance with WHS legislation

Reporting line

Manager

Direct reports

The role leads a team of approximately 7 ongoing and casual staff

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Key knowledge and experience

- Demonstrated experience in cropping and pasture management systems, livestock production systems, and the management of farm irrigation systems.
- Agronomic knowledge and experience in implementing sustainable cropping programs.

Essential requirements

- Qualifications in accordance with Crown Employees (NSW Department of Industry) Technical Staff Award
- Valid driver's licence, MR, AQF 4, forklift licence

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 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
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none">• Focus on providing a positive customer experience• Support a customer-focused culture in the organisation• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers• Identify and respond quickly to customer needs• Consider customer service requirements and	Intermediate

		<ul style="list-style-type: none"> develop solutions to meet needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers 	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<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 Be aware of risks and act on or escalate risks, as appropriate Use financial and other resources responsibly 	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> 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
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand project goals, steps to be undertaken and expected outcomes Plan and deliver tasks in line with agreed project milestones and timeframes Check progress against agreed milestones and timeframes, and seek help to overcome barriers Participate in planning and provide feedback on progress and potential improvements to project processes 	Foundational
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Clarify the work required, and the expected behaviours and outputs Clearly communicate team members' roles and responsibilities Contribute to developing team capability and recognise potential in people Recognise good performance, and give support and regular constructive feedback linked to development needs Identify appropriate learning opportunities for team members Create opportunities for all team members to contribute Act as a role model for inclusive behaviours and practices Recognise performance issues that need to be addressed and seek appropriate advice 	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.

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	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	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	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
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational