Role Description
Technical Officer Pastures

Department of Primary Industries and Regional Development

Portfolio	**Primary Industries and Regional Development**
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Agriculture/Livestock Systems/Pastures
Location	Regional NSW, with preference for Wagga Wagga, Cowra or Orange
Classification/Grade/Band	Technical Officer Grade 1-3
Kind of Employment	Temporary or Ongoing
ANZSCO Code	234112
PCAT Code	1119192
Date of Approval	March 2025
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, the mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; 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.

Within the Agriculture and Biosecurity division, the Agriculture branch 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 role provides technical support to the Project Leader in the conduct of glasshouse, field, and livestock experiments and the management of trial data. It also assists in the day-to-day running of the project and supervision of technical staff employed under the project.

Key Accountabilities

- Manage various field and glasshouse trials associated with the research projects
- Manage, collect and accurately record research data and information
- Organise and conduct field sample collections, ensuring consistency and quality in sample evaluation from replicated trials
- Undertake frequent fieldwork in varying climatic conditions at remote sites
- Operate and maintain key field equipment and databases and purchase consumables as required.

- Operate within relevant work health and safety (WHS) procedures, and quality management system (QMS) databases (i.e. standard operating procedures (SOP), SWIs, etc).
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

- Managing and maintaining a range of research sites across central and southern NSW.
- Ensuring the integrity of field trial data from multiple trials at multiple sites
- Liaising effectively with colleagues with regard to shared space and resources and managing competing priorities.

Key relationships

Who	Why
Internal	
Project Leader	• Receive direction on work planning and priority tasks. Provide feedback on project progress.
Unit Staff	• Interact and work collaboratively with research and technical staff to achieve unit objectives.
Work Team	• Provide direction and manage performance.
External	
Research Scientists from other organisations and the private sector	• Liaise and work with, to ensure project objectives are met.
Farmers and Staff	• Liaise with farmers and their staff in establishing on-farm research trials.

Role dimensions

Decision making

The Technical Officer works in partnership with the Project Leader and team members to determine priorities and day-to-day tasks.

Reporting line

This Role reports to the Project Leader.

Direct reports

1-2 casual staff

Budget/Expenditure

Nil

Knowledge and experience

- Current NSW driver's license

- Good understanding and level of competency in relation to the conduct of glasshouse, field, and livestock research trials
- Relevant experience in the use of Microsoft programs including Word and Excel.

Essential requirements

- Qualifications in accordance with Part 2(xvii) of the Crown Employees (Department of Trade and Investment) Technical Staff Award

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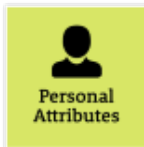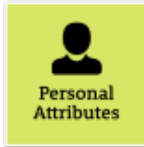
The capabilities are separated into focus capabilities and complementary capabilities
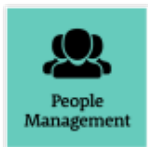
Focus capabilities

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	• 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
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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

Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• 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 develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• 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

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| | **Manage and Develop People**
Engage and motivate staff, and develop capability and potential in others | • 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.

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	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	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	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
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
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
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational

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