

Role Description

Farm Assistant



Department of
Primary Industries

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	DPI/ Infrastructure, Investment and Business Development / Research Services
Location	Various
Classification/Grade/Band	Operational Staff Grade 1
ANZSCO Code	841599
PCAT Code	1229192
Date of Approval	November 2018 (updated June 2019 and October 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, Research & Business Excellence supports DPI's innovation and risk management goals by driving scientific excellence and strategy through our research institutes and stations and building strong scientific capability across DPI. The group also provides support and advice to drive business excellence across DPI through the Business Strategy and Performance team.

Primary purpose of the role

The Farm Assistant performs farming and field maintenance activities for the Department including commercial and research pasture/fodder crop production, livestock activities and farm asset maintenance. The Farm Assistant works as part of a team supervised by the Farm Supervisor.

Key accountabilities

- Undertake general crop, pasture, animal and farm operations
- Pasture/cropping activities such as paddock preparation, sowing, irrigation scheduling, , herbicide and insecticide spraying, harvest, and cover cropping
- Handle livestock and maintain the welfare of farm animals
- Operate and maintain tractors and other farm equipment

- Maintain farm and grounds as required including fencing, road works maintenance, and repair of Department buildings, plant and structures
- Accurately record details of livestock, paddock, chemical and machinery usage and of maintenance
- Work as part of a team to support the research work of the Department

Key challenges

- Undertake physical work in varying environmental conditions
- Maintain diverse, sensitive and complex research plots/animal trials
- Maintain high quality farm records

Key relationships

Who	Why
Internal	
Other Departmental Staff	<ul style="list-style-type: none"> • Communicate with to achieve desired outcomes.
Work Team	<ul style="list-style-type: none"> • Collaborate and participate in meetings and discussions to determine work outcomes.
Farm Supervisor and Cluster Manager	<ul style="list-style-type: none"> • Receive guidance from, discuss priorities and provide regular updates on key issues and progress. Escalate issues as appropriate.

Role dimensions

Decision making

Take direction from the Farm Supervisor to undertake the day to day tasks and priorities of the site while complying with WHS legislation requirements.

Reporting line

Farm Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Current NSW Driver Licence
- Chemical Accreditation AQF 3
- Current forklift licence or eligibility to obtain

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"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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



Project Management

Understand and apply effective planning, coordination and control methods

- 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

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	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
	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	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational