

Role Description

Technical Officer (Field)

Cluster	Planning, Industry and Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Agriculture / Plant Systems
Location	Wollongbar
Classification/Grade/Band	Technical Officer Grade 1-3
Role Family (<i>internal use only</i>)	Bespoke / Science Technicians / Deliver
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	25 July 2018 (updated September 2019)
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster (DPIE) was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

NSW 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 NSW (AgNSW) 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

This role will provide technical assistance to the research officer in trial operations and management of various field crops. The role also assists in the day to day running of the projects as well as 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.
- Operate and maintain key field equipment and databases and purchase consumables as required.
- Manage the maintenance of work health and safety (WHS) and quality management system databases.

- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines.

Key challenges

- Managing the implementation and conduct of multiple trials.
- Liaising effectively with inter-organisational colleagues with regard to shared space and resources.
- Undertaking frequent field work in varying conditions.

Key relationships

Who	Why
Internal	
Project leader	<ul style="list-style-type: none"> • Receive direction on work planning, prioritising tasks. Provide • feedback on project progress.
Project team staff	<ul style="list-style-type: none"> • Interact and work collaboratively with project team, and entire Plant • Systems unit to achieve objectives, inspire and motivate team.
External	
Collaborating farmers and staff	<ul style="list-style-type: none"> • Liaise with farmers and their staff in establishing on-farm research • trials
Research officers from other organisations	<ul style="list-style-type: none"> • Liaise and work with, to ensure project objectives are met.

Role dimensions

Decision making

This role works in partnership with the project leader and team members to determine and prioritise day-to-day tasks. Performs tasks autonomously once priorities are set.

Reporting line

Project leader

Direct reports

The role supervises temporary technical assistants and casual staff during sowing and harvest periods

Budget/Expenditure

Nil

Essential requirements






- Qualifications in accordance with Part 2 (xvii) of the Crown Employees (Department of Industry) Technical Staff Award
- Valid NSW driver's licence

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> • Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which 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
Results Demonstrate Accountability	Foundational	<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
Business Enablers Technology	Foundational	<ul style="list-style-type: none"> • Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice