

Role Description

Site Manager



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	Clerk Grade 9/10
Role Family (<i>internal use only</i>)	Bespoke/Trades & labour, Facilities Management/Lead
ANZSCO Code	132511
PCAT Code	1119192
Date of Approval	January 2022 (Updated from November 2021)
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.

DPI Infrastructure, Investment & Business Development Branch works across the breadth of DPI and is focused on maximising the utilisation and productivity of the Department's infrastructure portfolio. Through strong partnerships (internal and external) we also identify commercialisation pathways and help shape DPI's future investments. Our programs focus transforming our connections with customers through data and excellence in customer service and delivery of assistance programs.

Primary purpose of the role

Manage site's agricultural infrastructure, resources and production systems, working closely with site leaders, DPI researchers and commercial partners to deliver research outcomes for DPI, industry partners and relevant stakeholders. This role undertakes operational and site management to support research projects and crops/pastures, utilising best management practice to guide commercial and research outcomes.

Key accountabilities

- Lead and manage site management functions including: security, contractors, infrastructure, and the management of maintenance, human and physical resources in accordance with Departmental standards and to ensure high quality research outcomes.
- In conjunction with the Cluster Manager, co-develop site strategic plans for operations, infrastructure and maintenance to ensure best use of site facilities and infrastructure for research and commercial purposes.
- Plan and lead all the budgeting and financial administration of the Research Services Branch agricultural operations on site, develop operational budgets in conjunction with the Cluster Manager, and manage activities relating to administration, maintenance and research/operational program requirements.
- Undertake the commercial marketing and sale of farm livestock and produce to support the commercially sustainable operation of the site and ensure best practice in commercial pasture, crop and livestock management of research resources.
- Undertake business planning for the site, providing reports and analysis of operations and activities.

Key challenges

- Developing a culture of rigorous financial and business planning by support staff and clients across the site.
- Managing expectations, communicating and negotiations effectively with diverse stakeholders, while balancing competing demands for resource allocation to ensure objectives are achieved within a multi-agency site.
- Balancing the interests of researchers, best practice agricultural production and commercial interests.

Key relationships

Who	Why
Internal	
Cluster Manager	<ul style="list-style-type: none">• Provide support, information, reports and analysis of farm operations and activities. In consultation, develop budgets monitor farm income and expenditure.
Operational, administrative and maintenance staff	<ul style="list-style-type: none">• Plan work programs and monitor to ensure activities are undertaken as planned. Motivate team, provide direction and manage performance.
Researchers, tenants and other key staff	<ul style="list-style-type: none">• Meet with, inform discuss and coordinate site services, farm plans and activities.
External	
Contractors	<ul style="list-style-type: none">• Employ and manage contractors to complete specific duties.
Suppliers, customers agents	<ul style="list-style-type: none">• Negotiate the supply, purchase and sale of goods, livestock and produce.

Role dimensions

Decision making

- Make decisions relating to infrastructure management and commercial agricultural management systems, within agreed parameters.

- Make decisions relating to staff accommodation facilities, resource allocation and emergency response, within agreed parameters.
- In conjunction with the Cluster Manager to make decisions relating to farm planning, resource allocation and emergency response, within agreed parameters.
- Oversee the allocation of work to operational staff and contractors and monitor progress.
- Manage staff, contractor and visitor compliance with WHS legislation.

Reporting line

Cluster Manager

Direct reports

This role has 4 direct reports

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation.

Essential requirements

- Degree in a relevant agricultural or business discipline or equivalent experience.
- Required to live on site. A house is provided at a subsidised rent.
- NSW Driver 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 and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<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

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures • Understand the impacts of funding allocations on business planning and budgets • Identify discrepancies or variances in financial and budget reports, and take corrective action • Know when to seek specialist advice and support and establish the relevant relationships • Make decisions and prepare business cases, paying due regard to financial considerations 	Adept

	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks 	Adept

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	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 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	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate