

Role Description

Manager Agricultural Production and Protection



Regional
NSW

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Hunter LLS
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream LLS Grade 8
Role Family	Projects & Programs
ANZSCO Code	132111
PCAT Code	1119192
Date of Approval	2017 (updated May 2020)
Agency Website	http://www.lls.nsw.gov.au/

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Services.

Primary purpose of the role

Lead teams delivering customer services to functions, agricultural extension and advisory, sustainable land management, pest plants and animals, animal biosecurity and welfare, emergency management and travelling stock reserves services. Lead the partnering with productive agriculture and other land managers to benefit their business, environment and community. Participates in state level initiatives to coordinate and improve service delivery.

Key accountabilities

- Lead regional teams delivering agricultural extension and advisory services to regional agricultural businesses and other land managers to enhance their potential revenue and value proposition of their business.
- Regional lead for Sustainable Land Management team, emergency management planning, preparation, response and recovery, ensuring all legislative and reporting requirements for Biosecurity and Emergency Management are met.
- Ensure productive partnerships with government, industry bodies and customer service experience to align research, development and extension efforts with local priorities.

- Investigate and develop commercial business opportunities for the LLS region based on skills and expertise of the regional LLS teams.
- Oversee organisation responses to government reforms in areas of weed management, pest animals, biosecurity and Travelling Stock Reserves.
- Lead the resourcing, delivery, reporting and review of high quality integrated services across multiple locations or the Region, managing budgets and organisational resources, and undertaking risk management and business continuity planning.
- Develop and sustain effective relationships with industry stakeholders, brokering partnering and joint-venture arrangements on behalf of the Region.

Key challenges

- Leading, developing and implementing business strategies and improvements for greater efficiency and effectiveness in the delivery of customer services in an environment of growth and change.
- Maintaining a strategic view and balancing the commercial, environmental and social objectives when negotiating with senior management and Stakeholders and identifying, minimising and managing risks with regard to business and operational processes and systems.
- Supporting development of teams who have a unified common vision and culture and are commercially focussed in the delivery of integrated services at the district and regional scale.

Key relationships

Who	Why
Internal	
General Manager	<ul style="list-style-type: none"> • Provides specialist advice and support in the development and implementation of business plans and improvements. • Delegated to act on behalf of the General Manager on matters related to the implementation of LLS operational policies, strategies and plans.
Team Leaders – Agricultural Extension, Biosecurity and Animal Biosecurity and Welfare	<ul style="list-style-type: none"> • Collaborates and provides leadership in designing improvements in integrated service delivery • Supports teams to deliver their technical, policy, operational and legislative reporting requirements • Works in collaboration with team leaders and their technical teams to develop key partnerships and secure additional investment • Ensures staff performance and accountability
Manager Healthy Landscapes	<ul style="list-style-type: none"> • Collaborates in designing, leading and improving integrated district based service delivery
Team Leader Business Services	<ul style="list-style-type: none"> • Collaborates to provide comprehensive support and advice to team leaders in regard to business management and improvement
External	
Other NSW government agencies, Stakeholders and Investors	<ul style="list-style-type: none"> • Seeks information and provides advice on business activities and projects to address business management requirements

Role dimensions

Decision making

In association with the General Manager, lead and manage all operational support activities, projects and non-financial reporting requirements.

Reporting line

General Manager

Direct reports

6 to 7 direct reports

Budget/Expenditure

TBD

Essential requirements






- Current valid Class C NSW Driver Licence and willingness to travel.

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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Intermediate

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	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and 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 health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Promote a sense of purpose and enable others to understand the links between government policy and organisational goals • Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them • Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Work to remove barriers to achievement of goals