

Role Description



Department of Primary Industries
and Regional Development

Manager – Pulses and Oilseeds North

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Agriculture and Biosecurity
Location	Tamworth
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
ANZSCO Code	139999
PCAT Code	3119192
Date of Approval	December 2022 (updated September 2024)
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, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; 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 percent of us living and working in regional NSW.

Primary purpose of the role

The Manager (Pulses&Oilseeds North) works in collaboration with the Director Northern Cropping Systems to lead and manage NSW DPI's research and development programs for pulses and oilseeds in northern NSW across crop genetics, pathology and agronomy investments. This role also provides strategic guidance, supports policy development and operational functions across NSW DPIRD Agriculture.

Key accountabilities

- Develop a high performing research and development team by providing effective leadership, supervision and professional development of research and development staff;
- Lead the successful establishment and completion of research and development programs in the Pulses and Oilseeds (North) group aligned with the Strategic Plan

- Ensure appropriate project, contract and financial management is achieved within allocated timeframes and budgets, and evaluate and report on program and project effectiveness
- Build and maintain strategic, collaborative and effective relationships with key stakeholders including research and development corporations, industry, universities, other government agencies and across NSW DPIRD
- Prepare and provide sound and detailed technical advice to the Director, Group Director and Executive Director Agriculture on the current and emerging issues across the research and development portfolio, including the identification of opportunities for developing linkages, projects and programs across NSW DPIRD, wider NSW Government and externally
- Promote and maintain a safe work culture across staff by ensuring compliance with work health and safety procedures and the DRNSW focus on staff Health and Wellbeing.
- Contribute to emergency response and recovery initiatives undertaken by NSW DPI, including on biosecurity emergencies and natural disasters.

Key challenges

- Provide high level leadership to staff across multiple regional sites, and evolving RDEA landscape, complex regions and partners.
- Develop strategic relationships with industry partners, developing alliances and collaborations across key industry sectors, local government and peak associations, businesses, governmental departments and agencies to broker, develop and deliver programs.
- Managing multiple priorities across a range of complex programs and initiatives, under strict time constraints, while maintaining a high level of technical accuracy and quality of briefs, reports, papers and correspondence.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none"> • Collaborate on strategic development and business planning • Report on organisational performance • Contribute to the formulation of advice/policy • Advise of emerging and or contentious issues and solutions.
Directors and Leaders (DPI)	<ul style="list-style-type: none"> • Build collaboration and linkages for new research and development opportunities • Provide expert advice on industry research and development across agricultural industries.
Senior Executive	<ul style="list-style-type: none"> • Provide advice and support to the Executive Director, Agriculture and other members of the senior executive or board of management as required.
Staff and work teams	<ul style="list-style-type: none"> • Inspire and motivate, provide leadership and clear direction and manage team and individual performance • Provide information and advice about organisational objectives, policies and procedures and alignment to the strategic direction of the unit.

Who	Why
External	
State and Commonwealth Department/Agencies	<ul style="list-style-type: none"> • Exchange information, negotiate outcomes, and coordinate joint programs.
Research and development corporations, universities and other industry stakeholders	<ul style="list-style-type: none"> • Develop and maintain networks and partnerships • Develop co-investment funding and commercial opportunities, projects, programs, outcomes and delivery of new research outcomes • Maintain awareness of current research, development and adoption directions • Maintain awareness of industry issues and context, on a regional basis • Cross agency coordination.
Local Land Services and other private advisors	<ul style="list-style-type: none"> • Develop and maintain networks and gather relevant industry information • Develop and enhance platforms for industry development and delivery of new research outcomes.

Role dimensions

Decision making

The Manager (Pulses&Oilseeds North) has the authority to make the following decisions within the Department's financial and non-financial delegations in relation to:

- Allocating human, financial and physical resources within the team
- Approving staff work plans;
- Coordinating departmental activities and responses, developing and implementing operational plans, projects and budgets.
- Development of strategic alliances and programs within DPI Agriculture, the department and other organisations
- Represent the department in external negotiations and meetings;
- Approves operational expenditure within delegation and budget as assigned;
- Proposes and develops projects and programs;
- Advises and consults with the Director including on staff welfare and performance issues.
- Lead alignment of activities with NSW DPIRD policies including strategic planning, WHS, financial and budgetary.

Reporting line

The role reports to the Director

Direct reports

Supervises Pulses&Oilseeds North staff (includes casuals, visiting students and scientists)

Budget/Expenditure

Up to \$2 M. Authorization for expenditure of allocated project resources under applicable Departmental delegation.

Key knowledge and experience

- Experience in managing, mentoring and supervising R&D teams.
- High level communication, negotiation and interpersonal skills, particularly in leading industry development and strategic outcomes.
- Extensive experience in R&D initiation, management and implementation and working across agencies.
- Ability to lead the development and delivery of research and/or industry development projects
- Thorough understanding and knowledge of the agricultural R&D landscape in Australia.

Essential requirements

- Tertiary qualifications or equivalent experience in agriculture or science-based disciplines or relevant experience.
- Current driver's license
- Willingness to travel
- Compliance with pre-employment probity screening is mandatory and a condition of engagement.

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
 <p>Personal Attributes</p>	<p>Act with Integrity Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Adept
 <p>Relationships</p>	<p>Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience • Ensure systems are in place to capture customer service insights to improve services • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches • Ensure that the organisation's systems, processes, policies and programs respond to customer needs 	Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- 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



Project Management
Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

Advanced



Manage and Develop People
Engage and motivate staff, and develop capability and potential in others

- 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














Inspire Direction and Purpose
 Communicate goals, priorities and vision, and recognise achievements



- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals

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	Adept
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Advanced
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept

	<p>Optimise Business Outcomes</p>	<p>Manage people and resources effectively to achieve public value</p>	<p>Adept</p>
	<p>Manage Reform and Change</p>	<p>Support, promote and champion change, and assist others to engage with change</p>	<p>Intermediate</p>