

Role Description

Farm Manager

Cluster	Planning Industry & Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Research and Business Excellence / Research Services
Location	Various
Classification/Grade/Band	Technical Officer Grade 1-3
Role Number	TBC
Kind of Employment	Ongoing
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	June 2016 (updated Nov 2019)
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster 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.

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 and Business Excellence provide world class scientific leadership, drives innovation and partners with other research and government entities to promote scientific and research excellence that maximises the NSW Government's return on investment for all primary industries sectors.

Primary purpose of the role

The Farm Manager role involves the strategic management of farming activities so as to:

- demonstrate best practice management techniques,
- facilitate research projects and trials,
- deliver commercial production outcomes
- maintaining a strong connection with local industry partners

Agriculture Research Centre enterprises are diverse and include horticulture, dry land and irrigated cropping and livestock production. The Farm Manager provides an essential link between management, research staff, local office staff, commercial partners and farm operations

Key accountabilities

- Plan and manage all farm operations including cropping, horticulture and livestock programs and resource management
- Lead and manage a team of staff and contractors to work in accordance with Departmental standards
- Establish and maintain relationships with stakeholders for the purposes of development and implementation of operational plans
- Utilise farming expertise to guide and inform research and commercial activities
- Develop and oversee farm maintenance and security programs
- Develop and manage farm budgets and records relating to farming operations
- Provide reports and analysis of operations and activities
- Market farm produce to best advantage

Key challenges

- Balancing competing demands for resource allocation to ensure objectives are achieved
- Tailoring communication to diverse stakeholders
- Balancing the interests of researchers, best practice farming and commercial interests

Key relationships

Who	Why
Internal	
Cluster manager	Provide information, reports and analysis on farm operations and activities. In consultation, develop budgets and monitor farm income and expenditure
Farm staff	Allocate work and ensure activities are undertaken as planned. Motivate team, provide direction and manage performance
Business and Research Operations Branch staff and other Departmental staff	Work collaboratively to achieve business outcomes
Researchers	Discuss and coordinate farm plans and activities
External	
Contractors	Employ and manage contractors to complete specified duties
Suppliers, customers, agents	Negotiate the supply, purchase and sale of goods, livestock and produce

Role dimensions

Decision making

Authorised to make all decisions relating to farm planning, resource allocation and emergency response, within agreed parameters

Allocates work to farm staff and contractors and monitors progress

Manages staff, contractor and visitor compliance with WHS legislation

Reporting line

Manager North Coast

Direct reports

This role leads a team of ongoing and casual staff

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Essential requirements

Relevant qualifications in accordance with Crown Employees (NSW Department of Trade and Investment, Regional Infrastructure and Services) Technical Staff Award

Valid 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	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	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	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules
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

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• 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