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| --- | --- |
| **Cluster** | Industry |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI / Research Excellence / Research Services |
| **Location** | Various |
| **Classification/Grade/Band** | Operational Staff Grade 1 |
| **ANZSCO Code** | 841599 |
| **PCAT Code** | 1229192 |
| **Date of Approval** | August 2018 |
| **Agency Website** | www.dpi.nsw.gov.au |

Agency overview

The NSW Department of Industry leads the state government’s contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

* Skill formation and development to match industry demand
* Partnering with stakeholders in stewardship and sustainable use of the state’s natural resources; and
* Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry’s needs. We deliver a wide range of training and specialist services and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

* Growth in quantity of employment and the value of output; and the
* Competitiveness and sustainability of industries in NSW.

We focus on four cultural attributes to deliver our outcomes: Ownership, Customer Experience, Innovation and Collaboration. These attributes are the pillars of our Corporate Plan.

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 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 Assistant performs farming and field maintenance activities for the Department including commercial and research horticulture and livestock activities and farm asset maintenance. The Farm Assistant works as part of a team supervised by the Farm Manager.

Key accountabilities

* Undertake general crop, pasture, animal and farm operations
* Horticultural activities such as irrigation scheduling, pruning, herbicide and insecticide spraying, harvest, and cover cropping
* Handle livestock and maintain the welfare of farm animals
* Operate and maintain tractors and other farm equipment
* Maintain farm and grounds as required including fencing, road works maintenance, and repair of Department buildings, plant and structures
* Accurately record details of stock, paddock, chemical and machinery usage and of maintenance
* Work as part of a team to support the research work of the Department

Key challenges

* Undertake physical work in varying environmental conditions
* Maintain diverse, sensitive and complex research plots
* Maintain high quality farm records

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Other Departmental Staff | * Communicate with to achieve desired outcomes. |
| Work Team | * Collaborate and participate in meetings and discussions to determine work outcomes. |
| Farm Manager and Cluster Manager | * Receive guidance from, discuss priorities and provide regular updates on key issues and progress. Escalate issues as appropriate. |

Role dimensions

## Decision making

Take direction from the Farm Manager to undertake the day to day tasks and priorities of the site.

## Reporting line

Farm Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Current NSW Driver Licence
* Chemical Accreditation AQF 3
* Current forklift licence or eligibility to obtain

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](http://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** |
|  | Display Resilience and Courage | Foundational |
| **Act with Integrity** | **Foundational** |
| Manage Self | Foundational |
| Value Diversity | Foundational |
|  | Communicate Effectively | Foundational |
| **Commit to Customer Service** | **Foundational** |
| Work Collaboratively | Foundational |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| Plan and Prioritise | Foundational |
| Think and Solve Problems | Foundational |
| **Demonstrate Accountability** | **Foundational** |
|  | Finance | Foundational |
| Technology | Foundational |
| Procurement and Contract Management | Foundational |
| **Project Management** | **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 | 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 | 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 | 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**  Project Management | Foundational | 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 |