

Role Description

Technical Officer Soils



Department of
Primary Industries

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Agriculture / Livestock Systems / Soils
Location	Wagga Wagga
Classification/Grade/Band	Technical Officer Grade 1 - 3
ANZSCO Code	311412
PCAT Code	1119192
Date of Approval	April 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.

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, Agriculture (DPI Ag) leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries; and provides access to financial loans and grants through the Rural Assistance Authority (RAA).

Primary purpose of the role

Provide field, laboratory and desk based support to Research & Development programs that seek to improve soil productivity and sustainability in a diverse range of agro-ecosystems in NSW.

Key accountabilities

- Assist with and provide technical advice in all aspects of field, laboratory and digital/ modeling based research
- Accurately and efficiently collect and manage data under direction of the research supervisor
- Ensure ISO9001 compliance and certification of the laboratory and its quality management systems
- Manage databases including GIS, spatial and other datasets as required
- Develop and validate scientific methods for the measurement of soil physical, chemical and/ or biological properties
- Maintain relevant scientific equipment and instruments in order to deliver accurate results
- Ensure records are kept in line with departmental record keeping and quality assurance policies
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

- The role may require travel and field work to be undertaken in a range of locations including remote and isolated areas and diverse and challenging environments.
- The role will require collection of data and information to comply with quality assurance principles and ISO9001 certification.
- The nature and complexity of the research work will require the incumbent to plan and prioritise resources in advance and rapidly at busy times.

Key relationships

Who	Why
Internal	
Project leaders/supervisor	<ul style="list-style-type: none"> • Discuss tasks and priorities, develop methodologies, provide feedback on work progress, discuss and communicate data and manage challenges and problems
Other technical staff	<ul style="list-style-type: none"> • May supervise and/or collaborate with other technical staff to achieve unit objectives
Project team and other soils unit staff	<ul style="list-style-type: none"> • Participate in Soils unit meetings to represent work group perspective and share information • Interact and work collaboratively with project team, Soils Unit staff, and other Units (as required) to achieve objectives efficiently • Effective internal (and external where applicable) networks are maintained in relevant fields of expertise • Liaise with research institutes/centres staff in establishing and maintaining research station trials, and accessing facilities and equipment
External	
Contractors and suppliers	<ul style="list-style-type: none"> • Manage the supply of resources such as consumables and external services
Farmers and staff	<ul style="list-style-type: none"> • Liaise with farmers and their staff in establishing and maintaining on-farm trials

Role dimensions

Decision making

This role:

- Works in partnership with the project leader and team members to determine the priorities of the role and day-to-day tasks
- Prioritises and manages tasks in consultation with the project manager and senior team members

Reporting line

Research Scientist (Soils) Wagga Wagga

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Qualifications in accordance with Part 2(xvii) of the Crown Employees (Department of Industry) Technical Staff Award
- Current NSW Driver License and the ability and willingness to travel, including to remote locations





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	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Foundational	<p>customers</p> <ul style="list-style-type: none"> • 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 Technology	Foundational	<ul style="list-style-type: none"> • Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology