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| **Portfolio** | DPIRD |
| **Department/Agency** | Department of Primary Industries & Regional Development |
| **Division/Branch/Unit** | Fisheries and Forestry / Forestry and Land Reform |
| **Location** | EMAI |
| **Classification/Grade/Band** | Technical Officer Grade 1-3 |
| **Kind of Employment** | Temporary |
| **ANZSCO Code** | TBA |
| **PCAT Code** | TBA |
| **Date of Approval** | 2018 |
| **Agency Website** | www.nsw.gov.au/departments-and-agencies/dpird |

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.

The department brings together Agriculture & Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development & Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

This role provides technical assistance to the activities of the Forest Carbon team within the Forest Science Unit, in field work, management of data and processing of samples. It also assists in the day to day running of research projects and supervision of other technical and casual staff and contractors.

# Key accountabilities

* Organise and conduct field campaigns
* Manage, collect and accurately record research data and information
* Ensure consistency and quality in data collection and sample processing
* Contribute to data analysis and report writing
* Manage the maintenance of work health and safety (WHS) systems
* Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

* Ensuring the integrity of field data from multiple research projects sites and the delivery of the required information in line with project milestone requirements.
* Managing the technical component of multiple research projects.
* Liaising effectively with inter-organisational colleagues with regard to shared space and resources.
* Undertaking frequent field work in varying conditions.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Forest Science Unit Staff | * Interact and work collaboratively with research and technical staff to achieve unit objectives. |
| Project Leader | * Receive direction on work planning and priority tasks. Provide feedback on project progress. |
| Work Team | * Provide direction and manage performance. |
| **External** |  |
| Forestry workers and staff | * Liaise with forestry workers and contractors to achieve objectives of the research work. |
| Research scientists from other organisations and private sector. | * Liaise and work with, to ensure project objectives are met. |

# Role dimensions

## Decision making

The Technical Officer operates under the direction of the Project Leader and works in partnership with the Project Leader and team members to determine priorities and day-to-day tasks.

## Reporting line

This role reports to the Project Leader.

## Direct reports

Technical Assistants and casual staff

## Budget/Expenditure

Nil

Essential requirements

Qualifications in accordance with Part 2(xvii) of the Crown Employees (Department of Trade and Investment) Technical Staff Award

Current NSW 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](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 | Intermediate |
| 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 | Intermediate |
| **Demonstrate Accountability** | **Foundational** |
|  | Finance | Foundational |
| **Technology** | **Foundational** |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Foundational** |
|  | **Manage and Develop People** | **Foundational** |
| Inspire Direction and Purpose | Foundational |
| Optimise Business Outcomes | Foundational |
| Manage Reform and Change | 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**  Technology | Foundational | 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 |
| **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 |
| **People Management**  Manage and Develop People | Foundational | Clarify work required, expected behaviours and outputs  Contribute to developing team capability and recognise potential in people  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 |