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|  **Cluster** | Regional NSW |
| **Agency** | Department of Primary Industries |
| **Division/Branch/Unit** | DPI / Agriculture / Plant Systems/ Horticulture |
| **Location** | Griffith |
| **Classification/Grade/Band** | Technical Officer Grade 1-3 |
| **ANZSCO Code** | 311111 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | January 2023 |
| **Agency Website** | www.dpi.nsw.gov.au |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

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.

Primary purpose of the role

The role provides technical support to the Horticulture Team based at the Griffith Research Station in citrus and viticulture agronomy.

# Key accountabilities

* Undertake field experiments under minimal supervision
* Accurately collect research data and collate for statistical analysis
* Manage field trials, (including irrigation, fertigation and other ongoing maintenance work in conjunction with farm staff and contractors, as required)
* Assist with interpretation and analysis of results in reporting requirements
* Participate in extension and communication activities in collaboration with the research team
* Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

Key challenges

* Working in dynamic environments, including large commercial citrus orchards, vineyards, laboratories and processing facilities
* Working across multiple projects across different crops that have differing schedules, requiring planning and prioritizing
* Ability to collaborate with colleagues to meet project milestones
* Using differing technology required for data collection and analysis in the field.
* Travelling to remote field sites in rural areas and interstate

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Citrus and Viticulture Development Officers | * Discuss tasks and priorities and receive direction on work planning and priority tasks.
* Provide feedback on work progress with regular updates on research progress, discuss and communicate project data.
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| Development and/or research officers and other technical staff | * Interact and work collaboratively with research and technical staff to achieve project objectives.
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| Farm staff | * Liaise with farm staff in maintaining sites and establishing on-farm research trials.
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| Casual staff/contractors | * Liaise with casual staff and/or contractors, provide direction and supervision.
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| **External** |  |
| Project stakeholders | * Interact and communicate with stakeholders (i.e. growers and industry representatives, R&D funding bodies) when occasions arise (i.e. farm visits, field days etc.)
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| Farm managers and staff and industry representatives | * Liaise with farmers and their staff in establishing on-farm research trials.
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# Role dimensions

## Decision making

The Technical Officer works with the Research Scientist and Development Officers to determine priorities and day-to-day tasks.

## Reporting line

Development Officer- Citrus, Griffith

## Direct reports

No direct reports. The role supervises Technical Assistants and casuals while completing tasks.

## Budget/Expenditure

Nil

Key knowledge and experience

* Demonstrated experience in developing and managing agricultural field experiments which includes the operation and maintenance of associated field equipment
* Experience in field data collection, management, analysis and reporting
* Experience in using the Microsoft Office Suite and some statistical analysis experience
* Some experience in basic laboratory analysis for assessing fruit quality

Essential requirements

* Qualifications in accordance with Part 2 (xviii) of the Crown Employees (Department of Industry) Technical Staff Award
* Current NSW Driver Licence and the ability and willingness to travel

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Behave in an honest, ethical and professional wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest | Foundational |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needsHelp customers understand the services that are availableTake responsibility for delivering services that meet customer requirementsKeep customers informed of progress and seek feedback to ensure their needs are metShow respect, courtesy and fairness when interacting with customersRecognise that customer service involves both external and internal customers | Foundational |
|  | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Take responsibility for own actionsBe aware of delegations and act within authority levelsBe aware of team goals and their impact on work tasksFollow safe work practices and take reasonable care of own and others’ health and safetyEscalate issues when these are identifiedFollow government and organisational record-keeping requirements | Foundational |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Display familiarity and confidence when applying technology used in roleComply with records, communication and document control policiesComply with policies on the acceptable use of technology, including cyber security | Foundational |

# 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.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Foundational |
| Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective planning, coordination and control methods | Foundational |