

# Role Description

## Business Development Officer

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Division/Branch/Unit	DPI / Agriculture / Education and Regional Services
Location	Yanco
Classification/Grade/Band	Clerk Grade 7 / 8
Role Family <i>(internal use only)</i>	Bespoke / Communication and Engagement / Delivery
ANZSCO Code	134499
PCAT Code	1117172
Date of Approval	May 2022
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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 Business Development Officer is responsible for liaison with a wide range of industry and community stakeholders to identify training needs and work with college staff and to develop short course training resources. These activities contribute to meeting industry and community needs with delivery of quality short course training in productive and sustainable agriculture

### Key accountabilities

- Work collaboratively with a range of stakeholders to identify training needs
- Contribute to the development and delivery of quality and compliant training relating to Agriculture as part of Tocal College's Vocational Education and Training Program

- Identify and strengthen stakeholder partnerships, working closely with industry participants and peak bodies within the industry to sustain currency of information and skills imparted and ensure value to enterprises, employers and farm managers
- Develop and maintain relationships with key stakeholders to align strategies with business needs
- Work collaboratively with college staff to develop and deliver short course training in productive and sustainable agriculture and land management as part of Tocal College's Vocational Education and Training Program
- Ensure the continuous improvement of training activity is consistent with the VQF (Vocational Quality Framework) and other relevant legislation and industry best practice

## Key challenges

- Liaising with agricultural industry sectors, rural industry enterprises and employers, DPI staff and stakeholders with a range of expectations
- Develop and maintain effective relationships with key stakeholders including industry, community groups, other staff and students to identify training needs and opportunities

## Key relationships

Who	Why
<b>Internal</b>	
Leader Workforce Skills Education Delivery	<ul style="list-style-type: none"> <li>• Receive guidance from and receive regular updates on key issues, strategic priorities, policy and budgetary constraints</li> </ul>
Manager, Education Delivery	<ul style="list-style-type: none"> <li>• Receive guidance from and receive regular updates on industry funded workforce development programs, strategic priorities and compliance needs</li> </ul>
Education Delivery staff	<ul style="list-style-type: none"> <li>• Work with the team to coordinate the development and delivery of skills training to meet the emerging needs of industry</li> </ul>
<b>External</b>	
Commercial farmers and industry representatives	<ul style="list-style-type: none"> <li>• To provide and gather information and ascertain issues, input and support</li> </ul>
Customers - individual or enterprises	<ul style="list-style-type: none"> <li>• To ensure delivery of quality products and initiatives, in line with client service principles and code of conduct</li> </ul>

## Role dimensions

### Decision making

Plans and organises work to achieve agreed business objectives and tasks, within approved work and project plans. Develops relationships with a range of industry stakeholders with minimal input from supervisor. Submits assessment results and reports, with little input from supervisor.

## Reporting line

Leader, Workforce Skills, Education Delivery

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Certificate IV in Training and Assessment or willingness to obtain the certificate
- Strong background and understanding in Agriculture
- Working with Children Check
- Current Driver License and the ability and willingness to travel
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).





## 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
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

### 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
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>