Role Description
Perennial Horticulture Development Officer

Cluster	Regional NSW
Department/Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Agriculture / Plant Systems / Horticulture
Location	Yanco/Wagga/Griffith NSW
Classification/Grade/Band	Professional Officer Grade 1 – 4
Role Family (internal use only)	Bespoke / Communication and Engagement / Deliver
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	March 2022
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 Perennial Horticulture Development Officer undertakes industry development activities across and emerging horticultural tree crop to enhance their success, economically, socially and environmentally. The position will work with a range of industries including the NSW hazelnut, walnut and almond industry.

This position is part of the Horticulture Unit of the Plant Systems Branch within Agriculture NSW. This development officer position will be part of a team of 9 horticulture development officers working across NSW in priority horticulture industries.

Key accountabilities

- Work with researchers from DPI, other research and development organisations, government, key commodity groups and industry to define opportunities for, and impediments to, competitive and sustainable outcomes
- Source and collate information from industry, relevant recognised research, community and the private sector
- Develop, refine and distribute extension products that target the adoption of relevant and new technologies that will contribute to sustainable farm outcomes
- Measure, evaluate and report program and project effectiveness
- Provide timely information and advice to management within DPI on emerging issues and development opportunities that will enhance the success of NSW horticulture
- Ensure project outcomes are achieved on time, to quality standards and within agreed scope and budget in line with established agency project management methodology.
- Build and maintain collaborative relationships with stakeholders, industry partners and organisations to achieve program objectives
- Comply with work standards for Extension/Development Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

Key challenges

- Developing and delivering projects that improve the improve productivity, profitability and sustainability of NSW perennial horticultural crops
- Working autonomously in a regional area with minimal supervision while maintaining constructive working relationships with NSW horticulture team

Key relationships

Who	Why
Internal	
Leader Southern Horticulture	• Reports to
NSW DPI and horticulture industry researchers	• Work collaboratively to achieve maximum outcomes for NSW horticultural industries
NSW DPI Industry Development officers	• Work collaboratively with other DPI industry development officers
External	
Industry stakeholders, horticultural producers, interstate DPI agencies, External funding providers and Universities	• Liaise with to understand key initiatives, opportunities and risks to production to support project development • Collaborate with and provide services associated with existing projects, and scope new project concepts and proposals • Identify and deliver engagement opportunities and assist with delivery of outcomes • Lead, manage and foster key partnerships and develop strong linkages with interested

Who	Why
	• Broker relationships between farmers and skilled service providers to enable support for the adoption of best practice horticulture • Develop and maintain constructive relationships and foster key partnerships across the national R,D,E & A spectrum • Lead and facilitate industry initiatives

Role dimensions

Decision making

This role:

- Works with a high degree of autonomy, developing their work priorities with the Leader Southern Horticulture and documented in a workplan
- Consults on initiatives across NSW DPI Divisions, branches and local units on policy issues that impact on horticulture
- Conducts industry activities, coordinates relevant activities with other staff and units
- Identifies needs and opportunities, initiates and helps deliver projects, establishes and participates in research, extension and education teams
- Provides technical briefings and recommendations; represents the Department and provides technical input in forums where appropriate
- Allocates resources and approves expenditure within delegation and budget and consistent with priorities
- Refers to their leader sign offs for major projects, or variations to projects and approvals for expenditure above delegation

Reporting line

This position reports to the Leader Southern Horticulture

Direct reports

Nil

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Key knowledge and experience

- Demonstrated knowledge of the NSW agricultural industry, the specific region and its farming systems, key profit drivers and factors impacting on productivity and sustainability
- Proven experience in developing, delivering and evaluating collaborative projects for industry

Essential requirements

- Degree in Agricultural/Horticultural Science or other relevant discipline
- Demonstrated knowledge of NSW horticulture
- Current NSW Driver Licence 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 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.

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
✓ Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

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.

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COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

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