

# Role Description

## Farm Chemicals Officer



Department of  
Primary Industries

<b>Cluster</b>	Regional NSW
<b>Agency</b>	Department of Regional NSW
<b>Division/Branch/Unit</b>	DPI Biosecurity & Food Safety / Plant Biosecurity / Farm Chemicals
<b>Location</b>	Orange/Queanbeyan/Armidale
<b>Classification/Grade/Band</b>	Professional Officer Grade 1 – 4
<b>ANZSCO Code</b>	234112
<b>PCAT Code</b>	1119192
<b>Date of Approval</b>	March 2021
<b>Agency Website</b>	<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, the Biosecurity & Food Safety Division is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety. It delivers a risk based approach to policy and compliance, and provides regional engagement and coordination in response to emergency incidents and natural disasters impacting primary industries and the food sector.

### Primary purpose of the role

Provide technical advice to inform policy and procedural development on agricultural and veterinary chemicals, fertilisers, stockfoods and contaminants. The role also provides risk reduction advice to government, industry and the community on pest and disease controls.

### Key accountabilities

- Provide technical advice and contribute to the development of risk reduction policies and procedures, collaborating with other Divisions of NSW DPI, other state and federal government agencies, industry and community stakeholders

- Provide technical advice with regard to the management of chemicals, fertilisers, stockfoods and contaminants to staff, industry and community stakeholders, and clients
- Support the delivery of compliance programs by providing technical advice on chemicals and contaminants legislation, evaluating program feedback, and monitoring industry and community regulatory and legislative compliance
- Support the registration and approval of agricultural and veterinary chemicals; review of existing chemicals and the issue of permits in NSW by collating and reporting technical information and advice to the Australian Pesticides and Veterinary Medicines Authority (APVMA)
- Analyse and report on potential chemical or contamination risks to inform risk management planning, policies and procedures, and emergency management preparedness, response and transition to management.
- Provide current technical advice on management options for pests, disease and contaminants including response to inquiries and editorial support for NSW DPI staff publishing pest, disease and contaminant management information.
- Comply with work standards 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

- Meeting client expectations for sound advice on risk management for some pests, disease or contaminants where there is a lack of comprehensive data on the behaviour and persistence of appropriate chemicals for management of pests and disease.
- Negotiating expert input into policy development and risk assessments from other DPI staff during times of significant shortages of staff, expertise and resource pressure
- Prioritising new and emerging biological and chemical risks for action in an organisation where the highly diversified business encompasses many potential risks

## Key relationships

Who	Why
<b>Internal</b>	
Technical Specialist Farm Chemicals	<ul style="list-style-type: none"> <li>• Report on activities, provide advice and gain direction on key issues</li> <li>• Escalate issues, keep informed and advise</li> <li>• Participate in meetings to represent work group perspective and share information about day to day and medium to long term issues</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Ensure all tasks are completed in a timely manner by discussing with team members daily</li> <li>• Contribute to a harmonised team environment by completing all assigned tasks and taking initiative to assist other team members that may require additional help</li> </ul>
NSW Department of Primary Industries	<ul style="list-style-type: none"> <li>• Exchange expert advice with other divisions, consult on policy and technical matters, and coordinate strategies</li> </ul>
<b>External</b>	

Other NSW government agencies	<ul style="list-style-type: none"> <li>• Provide expert advice, seek direction and collaborate to develop whole of government approaches to risk reduction</li> </ul>
Australian Pesticides and Veterinary Medicines Authority (APVMA) and Commonwealth Government agencies	<ul style="list-style-type: none"> <li>• Contribute to chemical risk assessments, provide expert advice and seek clarification of regulatory requirements</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Provide expert advice and build ownership of risk reduction strategies</li> </ul>

## Role dimensions

### Decision making

- Has independence to prioritise tasks, and in the provision of information and advice to internal and external clients.
- The role refers to the supervisor any decisions that require significant deviation from agreed outcomes or timeframes; are likely to escalate or create substantial or contentious precedent; require administrative or financial delegation, or submission to a higher level of management.

### Reporting line

Technical Specialist Farm Chemicals.

### Essential requirements

- Degree or higher degree in veterinary science, agriculture, plant science, or other area relevant to biosecurity
- Current NSW Driver Licence

## 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.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<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 help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Present with credibility, engage diverse audiences and test levels of understanding</li> <li>• Translate technical and complex information clearly and concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Contribute to and promote information sharing across the organisation</li> <li>• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>• Explore creative ways to engage diverse audiences and communicate information</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	Advanced
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> </ul>	Intermediate

		<ul style="list-style-type: none"> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	
	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
	<p><b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> <li>• Understand the team and unit objectives and align operational activities accordingly</li> <li>• Initiate and develop team goals and plans, and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>	Intermediate
	<p><b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	Adept
	<p><b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to</p>	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> </ul>	Intermediate

- 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



### Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

Intermediate

## 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			
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	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes Adept



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk Intermediate

Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance Intermediate

Project Management

Understand and apply effective planning, coordination and control methods Intermediate