

# Role Description

## School Programs Officer



Department of  
Primary Industries

Cluster	Regional NSW
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Agriculture / Education
Location	Belgenny Farm – Camden South
Classification/Grade/Band	Clerk Grade 7/8
Role Number	Generic
ANZSCO Code	511112
PCAT Code	3227292
Date of Approval	September 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

This position develops and delivers education packages for school teachers and students, including the creation of course content and delivery of training sessions, in both online and face to face environments.

### Key accountabilities

- Develop and implement face to face and online education programs and teaching resources related to DPI business units and location specific education programs for school teachers and students to promote agricultural education and primary industries in school education in NSW
- Plan and prepare presentation resources and deliver high quality instruction for teacher professional development events to improve teacher capability in primary industries education
- Provide expertise on innovative instructional design and delivery method for educational resources for student from Kindergarten through to Year 12

- Ensure educational resources are targeted to deliver syllabus outcomes required by the NSW Curriculum and the Australian Professional Standards for Teachers
- Consult with subject matter experts to research, compile and present accurate educational resources that are easily understood by people with a range of backgrounds and learning styles
- Work closely with the DPI Schools Program team to analyse and adjust learning packages for continuous improvement to ensure best practice education programs are delivered
- Develop proactive, collaborative and productive relationships with internal and external stakeholders to ensure use of appropriate expertise in delivery and adoption of quality learning packages.

## Key challenges

- Work collaboratively with a diverse range of internal and external stakeholders to develop new learning solutions which challenge existing paradigms
- Achieve project deadlines and milestones to the required standards within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected
- Maintain currency with school education and online training best practice.

## Key relationships

Who	Why
<b>Internal</b>	
Coordinator DPI School Program	<ul style="list-style-type: none"> <li>• Report on activities, provide advice and gain direction on key issues, education programs, events and occurrences at Belgenny Farm</li> <li>• Receive guidance and discuss priorities, provide regular updates on key issues and progress.</li> <li>• Escalate issues as appropriate.</li> </ul>
DPI Schools Program Team	<ul style="list-style-type: none"> <li>• Contribute to a harmonised team environment by having open communications clearly and effectively to ensure successful delivery of education programs and project work</li> <li>• Participate in meetings to represent work group perspective and share information about day to day and medium to long term issues</li> <li>• Ensure all tasks are completed in a timely manner and assist other team members when required</li> </ul>
Work team, Belgenny Farm	<ul style="list-style-type: none"> <li>• Contribute to a harmonised team environment by having open communications clearly and effectively to ensure successful delivery of all events at Belgenny Farm</li> <li>• Consult and collaborate on booking requests, marketing strategies for social media and website updates for school programs at Belgenny Farm</li> </ul>
Agency Staff	<ul style="list-style-type: none"> <li>• Communicate effectively with management and staff, to ensure work is aligned to Departmental and business unit priorities.</li> </ul>
<b>External</b>	
Schools, teachers, professional organisations	<ul style="list-style-type: none"> <li>• Provide and gather information and ascertain issues, input and advice for development and delivery of programs</li> </ul>

Who	Why
Customers	<ul style="list-style-type: none"> <li>Ensure delivery of quality programs in line with client service principles and code of conduct</li> </ul>
Friends of Belgenny Farm	<ul style="list-style-type: none"> <li>Co-ordinate volunteer opportunities when required to assist with larger school groups at Belgenny Farm.</li> </ul>

## Role dimensions

### Decision making

- Plans and organises work to achieve agreed business objectives and tasks, within approved work and project plans.
- Develops, delivers and assesses learning packages with minimal support from supervisor.

### Reporting line

Coordinator School programs

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Demonstrated experience in developing education programs and teaching school students

## Essential requirements

- Tertiary teaching qualifications specialising in Agriculture, Science, Geography or natural resource management or equivalent experience
- Current NSW Driver Licence and the ability and willingness to travel
- A Working with Children Check is an essential requirement for this role. The role has been identified as requiring a check in keeping with the Child Protection (Working With Children) Act 2012.

## 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
	<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>• Keep up to date with relevant contemporary knowledge and practices</li> <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> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept



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**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



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**Deliver Results**

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

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept



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**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

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### Technology

Understand and use available technologies to maximise efficiencies and effectiveness










- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

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.

Capability group/sets	Capability name	Description	Level
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate