Role Description
Research Coordinator
Veterinary Virology

Cluster	Planning, Industry and Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Biosecurity and Food Safety
Location	Menangle
Classification/Grade/Band	Professional Officer Grade 7
ANZSCO Code	234711
PCAT Code	1119192
Date of Approval	June 2019
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

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

The role leads a team of professional and support staff within the Virology Laboratory at Elizabeth Macarthur Agriculture Institute (EMAI), to plan and undertake research into virus diseases of terrestrial animals, birds, wildlife and aquatic species. The role coordinates laboratory research that provides innovative solutions for the diagnosis and control of viral diseases and is at the front line of the State's ability to detect and respond to animal health emergencies due to viral infections.

Key accountabilities

- Provide scientific leadership of professional and senior technical staff engaged in animal virology research
- Identify priorities for research and opportunities for funding new research projects
- Ensure the NSW Department of Primary Industries veterinary virology research services remain at the cutting edge of relevant technology
- Enhance international recognition of the EMAI Virology Laboratory through active participation in collaborative research projects
- Maintain active linkages with relevant sectors of the Australian government, other States, Animal Health Australia, the livestock industries and animal health companies
- Ensure the efficient and effective operation of the research functions at the EMAI Virology Laboratory and ensure that the laboratory meets accreditation standards and relevant regulatory compliance

Key challenges

- To ensure an ongoing portfolio of research projects to maintain current staffing levels
- To ensure that scientific publications and research project reports are published in a timely manner to maximise impact
- To maintain an appropriate balance between personal research projects and laboratory management responsibilities

Key relationships

Who	Why
Internal	
Team Leader Animal Virology & Principal Veterinary Virologist	- To ensure the overall co-ordination of both diagnostic and research functions of the Virology Laboratory - To ensure optimal use of laboratory resources (physical, financial and human resources) - To identify research opportunities that will enhance the diagnostic functions of the laboratory
Professional staff of the Virology Laboratory	To develop new research proposals, monitor progress of existing projects and ensure that publications and project reports are produced in a timely manner
Deputy Director General (Biosecurity & Food Safety), Chief Veterinary Officer NSW, Director EMAI and Biosecurity NSW Senior Management	- Provide authoritative professional and technical advice on emergency animal disease issues - Provide expert scientific advice on virus diseases of animals to inform policy development at a state and national level - Provide information to support staffing and budgetary considerations
Technical Managers, Virology Lab, EMAI (Biosecurity and Operations) & Quality Assurance Officer	- To ensure that the laboratory is appropriately resourced and research testing priorities are clearly understood - To assist with operational and biosecurity issues at a site level - Assist with the oversight of the Virology and EMAI Quality Management systems

Who	Why
External	
Staff of the Australian government, other States, Animal Health Australia, the Australian livestock industries and animal health companies	• To establish national and industry research priorities, identify funding sources for new projects and seek new business opportunities by promoting the capabilities and resources available at the Virology Laboratory • To represent NSW DPI on high level technical committees for emergency animal disease research • To represent both NSW and Australia in various international forums and to provide technical advice during international animal health and trade negotiations
Senior scientists of world and national reference laboratories	• To maintain a high level of awareness of latest technological developments for virus disease diagnosis and research • To identify areas of mutual interest for collaboration and development of funding proposals

Role dimensions

Decision making

- Identifies and pursues new research opportunities, makes decisions on research priorities and support required for research projects including staffing, consumable and infrastructure needs
- Reviews and approves project proposals and reports from team members
- Interprets complex research data and ensures that the quality management requirements for projects meet the laboratory certification standards
- Oversees the progress of research projects and monitors resource utilisation including funds & staff
- Has a financial delegation of $30,000 per transaction
- Develops and implements training plans for professional and technical staff (in conjunction with Team Leader and Principal Veterinary Virologist)
- In collaboration with Team Leader and Principal Veterinary Virologist, makes recommendations for recruitment of staff, purchasing of equipment and identifies needs for refinement of existing or development of new assays
- Provides professional advice on biocontainment levels and work practices; and
- Provides high level advice to the Chief Veterinary Officer and Biosecurity management to inform decision making

Reporting line

Team Leader Animal Virology

Direct reports

The role has 7 direct reports

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Essential requirements

- Degree in Veterinary Science, registerable in NSW
- Postgraduate qualifications (preferably PhD) and extensive experience in undertaking and supervising research investigations for virus diseases of animals, birds, wildlife and aquatic species
- Current NSW Driver Licence
- Australian citizenship or permanent residency status

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

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	Adept
	Act with Integrity	**Adept**
	Manage Self	Advanced
	Value Diversity	Adept
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	**Adept**
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Intermediate
	Technology	**Advanced**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**
People Management	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Advanced	• Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Technology	Advanced	• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols and policies
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects

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Group and Capability	Level	Behavioural Indicators
		• Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

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