Role Description
Leading Hand

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	DPI/ Infrastructure, Investment & Business Development / Research Services
Location	Various
Classification/Grade/Band	Operational Staff Grade 2
ANZSCO Code	841599
PCAT Code	1229192
Date of Approval	June 2021 (updated from November 2018)
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.

NSW Primary Industries, as Department of Primary Industries (DPI), supports the development of profitable primary industries that create a more prosperous NSW and contribute to a better environment through sustainable use of natural resources.

DPI Infrastructure, Investment & Business Development Branch is focused on maximising the Department's portfolio of commercial activities and infrastructure, as well as building new commercialisation pathways and opportunities for DPI, its people and projects by focusing on the Department's external interface with customers and communities, alignment of strategic priorities and investment and formation of strong business partnerships.

Primary purpose of the role

The Leading Hand assists with the management of farming and field maintenance activities on site for both commercial and research purposes. The role assists the Farm Supervisor to ensure farming activities, which facilitate research projects and trials, are conducted in accordance with best management practices whilst maintaining a commercial focus.

Key accountabilities

- Assist with the supervision of livestock, cropping and farm operations including farm planning activities and resource management for livestock and pasture/fodder crop production
- Manage records relating to livestock, cropping and farm activities including entry of data into record management systems

- Undertake pasture and cropping activities, such as paddock preparation, sowing, irrigation, chemical application of herbicides, insecticides and fungicides, harvest to ensure operational requirements are met.
- Undertake livestock husbandry operations and maintain the welfare of farm animals
- Operate and maintain tractors, farm equipment and other equipment required for research and commercial activities ensuring they meet operational standards and business requirements
- Undertake livestock, cropping and farm infrastructure maintenance and security programs in line with Departmental requirements
- Support the Farm Supervisor in the supervision of staff and contractors ensuring they conduct work activities in accordance with Departmental standards

Key challenges

- Minimise maintenance and costs of production and maintain high quality farm records while delivering on targeted outcomes
- Maintain diverse, sensitive and complex research plots/animal trials and balance competing demands for resource allocation to ensure objectives are achieved
- Balancing the interests of researchers, best practice farming and commercial interests and undertaking physical work in varying environmental conditions

Key relationships

Who	Why
Internal	
Farm Supervisor	• Receive guidance and direction on tasks including priorities
	• Discuss work allocated, providing updates on key issues and progress.
	• Escalate issues as appropriate.
	• Provide information and consult regarding farm plans and activities
Farm Staff / Casual Labour	• Allocate work and ensure activities are undertaken as planned
Research Services Branch staff and other Departmental staff	• Work collaboratively to achieve business outcomes
	• Receive guidance from, discuss priorities and provide regular updates on key issues and progress.
	• Escalate issues as appropriate.
External	
Contractors	• Engage and supervise contractors to complete specified duties
Suppliers, customers and agents	• Assist in the negotiation of the supply, purchase and sale of goods, livestock and produce

Role dimensions

Decision making

The role will have input into planning farm activities to achieve agreed objectives within approved work plans; allocate work to farm staff and contractors and monitor their progress; supervise staff, contractor and visitor compliance within the WHS legislation.

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Reporting line

Farm Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Current NSW Driver Licence
- Chemical Accreditation AQF 3
- Current forklift licence or eligibility to obtain

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	**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
Personal Attributes	**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
Personal Attributes	**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
Personal Attributes	**Project Management** Understand and apply effective planning, coordination and control methods	• Understand project goals, steps to be undertaken and expected outcomes • Plan and deliver tasks in line with agreed project milestones and timeframes • Check progress against agreed milestones and timeframes, and seek help to overcome barriers • Participate in planning and provide feedback on progress and potential improvements to project processes	Foundational

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational