

# Role Description

## Technical Officer Field



Department of Primary Industries  
and Regional Development

|                           |  |
|---------------------------|--|
| Portfolio                 | Primary Industries and Regional Development                      |
| Department/Agency         | Department of Primary Industries and Regional Development        |
| Group/Division/Branch     | DPIRD/ Agriculture / Plant Systems                               |
| Classification/Grade/Band | Technical Officer Grade 1 - 3                                    |
| ANZSCO Code               | 311111   |
| PCAT Code                 | 1119192  |
| Date of Approval          | April 2025   |
| Agency Website            | <a href="http://www.dpiird.nsw.gov.au">www.dpiird.nsw.gov.au</a> |

### Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

### Primary purpose of the role

This role will provide technical assistance to the research officer in trial operations and management of various field crops. The role also assists in the day-to-day running of the projects as well as supervision of technical staff employed under the project.

### Key accountabilities

- Manage various field and glasshouse trials associated with research projects
- Manage, collect, and accurately record research data and information
- Organise and conduct field sample collections, ensuring consistency and quality in sample evaluation from replicated trials
- Operate and maintain key field equipment and databases, and purchase consumables as required
- Manage the maintenance of work health and safety (WHS) and quality management system databases
- Comply with work standards according to the level of appointment in the Technical Officer Merit Progression Guidelines

### Key challenges

- Managing the implementation and conduct of multiple trials
- Liaising effectively with inter-organisational colleagues with regard to shared space and resources
- Undertaking frequent field work in varying conditions

## Key relationships

### Internal

| Who                | Why   |
|--------------------|---|
| Project Leader     | <ul style="list-style-type: none"><li>• Receive direction on work planning, prioritising tasks</li><li>• Provide feedback on project progress</li></ul>                               |
| Project team staff | <ul style="list-style-type: none"><li>• Interact and work collaboratively with project team, and entire Plant Systems unit to achieve objectives, inspire and motivate team</li></ul> |

### External

| Who  | Why   |
|--|---|
| Collaborating farmers and staff            | <ul style="list-style-type: none"><li>• Liaise with farmers and their staff in establishing on-farm research trials</li></ul> |
| Research officers from other organisations | <ul style="list-style-type: none"><li>• Liaise and work with, to ensure project objectives are met</li></ul>                  |

## Role dimensions

### Decision making

This role works in partnership with the project leader and team members to determine and prioritise day-to-day tasks. Performs tasks autonomously once priorities are set.

### Reporting line

Project Leader

### Direct reports

The role supervises temporary technical assistants and casual staff during sowing and harvest periods

### Budget/Expenditure

NIL

## Essential requirements

- Qualifications in accordance with Part 2 (xviii) of the Crown Employees (Department of Industry) Technical Staff Award
- Current NSW Driver License

## 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.

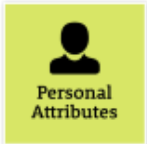
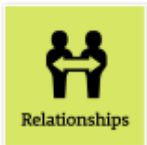


The capabilities are separated into focus capabilities and complementary capabilities

## 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        |
|--|---|--|--------------|
| <br>Personal Attributes | <b>Act with Integrity</b><br>Be ethical and professional, and uphold and promote the public sector values                           | <ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Build understanding of ethical behaviour</li> <li>Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li> <li>Speak out against misconduct and illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>   | Foundational |
| <br>Relationships      | <b>Commit to Customer Service</b><br>Provide customer-focused services in line with public sector and organisational objectives     | <ul style="list-style-type: none"> <li>Recognise the importance of customer service and understanding customer needs</li> <li>Help customers understand the services that are available</li> <li>Take responsibility for delivering services that meet customer requirements</li> <li>Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>Show respect, courtesy and fairness when interacting with customers</li> <li>Recognise that customer service involves both external and internal customers</li> </ul> | Foundational |
| <br>Results           | <b>Demonstrate Accountability</b><br>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | <ul style="list-style-type: none"> <li>Take responsibility for own actions</li> <li>Be aware of delegations and act within authority levels</li> <li>Be aware of team goals and their impact on work tasks</li> <li>Follow safe work practices and take reasonable care of own and others' health and safety</li> <li>Escalate issues when these are identified</li> <li>Follow government and organisational record-keeping requirements</li> </ul>   | Foundational |
| <br>Business Enablers | <b>Technology</b><br>Understand and use available technologies to maximise efficiencies and effectiveness                           | <ul style="list-style-type: none"> <li>Display familiarity and confidence when applying technology used in role</li> <li>Comply with records, communication and document control policies</li> <li>Comply with policies on the acceptable use of technology, including cyber security</li> </ul>   | Foundational |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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        |
|---|-------------------------------------|--|--------------|
|    | Display Resilience and Courage      | Be open and honest, prepared to express your views, and willing to accept and commit to change         | Foundational |
|    | 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 |
|   | 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 |
|  | Deliver Results                     | Achieve results through the efficient use of resources and a commitment to quality outcomes            | Foundational |
|  | Plan and Prioritise                 | Plan to achieve priority outcomes and respond flexibly to changing circumstances                       | Foundational |
|  | Think and Solve Problems            | Think, analyse and consider the broader context to develop practical solutions                         | Intermediate |
|  | Finance                             | Understand and apply financial processes to achieve value for money and minimise financial risk        | Foundational |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance     | Foundational |
|  | Project Management                  | Understand and apply effective planning, coordination and control methods                              | Foundational |