Role Description
Technical Officer

NSW | **Department of Primary Industries**

Cluster	Industry, Skills & Regional Development
Agency	NSW Department of Primary Industries
Division/Branch/Unit	Agriculture / Plant Systems / Northern Cropping Systems
Location	Narrabri
Classification/Grade/Band	Technical Officer Grade 1-3
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	13 January 2017
Agency Website	www.industry.nsw.gov.au

Agency overview

The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) leads the state government's contribution to making NSW:
- A fertile place to invest and to produce goods and services, and thereby
- Create jobs and opportunities for our citizens

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- Skill formation and development to match industry demand
- Partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

- Growth in quantity of employment and the value of output; and the
- Competitiveness and sustainability of industries in NSW.

NSW 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; and provides access to financial loans and grants through the Rural Assistance Authority (RAA).

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Primary purpose of the role

This role will provide technical support to the NSW DPI Cotton Pathology Unit in managing laboratory and field research activities. The role also assists in the day to day running of projects as well as supervision of subordinate casual staff.

Key accountabilities

- Establish and manage field experiments in accordance with trial protocols and best management practice
- Collect data from all pathology trials, glasshouses and disease nurseries and assist with data analysis and initial interpretation
- Plan and undertake annual disease surveys to quantify endemic disease trends and detect exotic threats
- Work collaboratively with the Senior Pathologist and other team members in the provision of diagnostic services to achieve team and department objectives
- 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 field trials which can involve undertaking frequent field work in varying conditions
- Liaising effectively with other groups within and outside the organisation for shared space and resources

Key relationships

Who	Why
Internal	
Cotton Pathologist	• Receive direction on work planning, prioritising tasks. Provide feedback on project progress.
NSW DPI Biosecurity	• Collaborate and interact with NSW Biosecurity pathology staff as required
Casual staff	• Coordination of field work • Supervision of work activities as required
External	
Collaborating farmers and staff	• Liaise with farmers and their staff in conducting annual disease surveys and establishing on-farm research trials
Collaborating researchers and staff	• Exchange knowledge, samples and data to ensure project objectives are met.

Role dimensions

Decision making

This role makes decisions with regard to establishment and management of field trials methodology development and validation, managing collection and processing of soil and plant samples, collation of data, prioritising staff deployment and activities, training and supervision of casual staff, procurement of consumables and allocation of equipment and resources.

Reporting line

Project Leader – Cotton Pathologist

Direct reports

The role supervises casual staff

Budget/Expenditure

Nil

Essential requirements

- Qualifications in accordance with Part 2 (xvii) of the Crown Employees (Department of Industry) Technical Staff Award
- Valid NSW driver's licence

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

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	Foundational	• Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Foundational	• Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Foundational	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules
People Management Manage and Develop People	Foundational	• Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice

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