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| **Portfolio** | **Primary Industries and Regional Development** |
| **Department** | **Department of Primary Industries and Regional Development** |
| **Group/Division/Branch** | Agriculture and Biosecurity / Research Assurance / Research Services |
| **Classification/Grade/Band** | Operational Staff Grade 1 |
| **ANZSCO Code** | 841599 |
| **PCAT Code** | 1229192 |
| **Date of Approval** | **May 2025** |
| **Agency Website** | **www.dpird.nsw.gov.au** |

## 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

The Farm Assistant performs farming and field maintenance activities for the Department including commercial and research horticulture and livestock activities and farm asset maintenance. The Farm Assistant works as part of a team supervised by the Farm Manager.

## Key accountabilities

* Undertake general crop, pasture, animal and farm operations
* Horticultural activities such as irrigation scheduling, pruning, herbicide and insecticide spraying, harvest, and cover cropping
* Handle livestock and maintain the welfare of farm animals
* Operate and maintain tractors and other farm equipment
* Maintain farm and grounds as required including fencing, road works maintenance, and repair of Department buildings, plant and structures
* Accurately record details of stock, paddock, chemical and machinery usage and of maintenance
* Work as part of a team to support the research work of the Department

## Key challenges

* Undertake physical work in varying environmental conditions
* Maintain diverse, sensitive and complex research plots
* Maintain high quality farm records

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Other Departmental Staff | * Communicate with to achieve desired outcomes. |
| Work Team | * Collaborate and participate in meetings and discussions to determine work outcomes. |
| Farm Manager and Cluster Manager | * Receive guidance from, discuss priorities and provide regular updates on key issues and progress. Escalate issues as appropriate. |

## Role dimensions

### Decision making

Take directions from the Farm Manager to undertake the day-to-day tasks and priorities of the site.

### Reporting line

Farm Manager

### 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](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| --- | --- | --- | --- |
| **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 | Behave in an honest, ethical and professional way  Build understanding of ethical behaviour  Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation  Speak out against misconduct and illegal and inappropriate behaviour  Report apparent conflicts of interest | Foundational |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needs  Help customers understand the services that are available  Take responsibility for delivering services that 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  Recognise that customer service involves both external and internal customers | Foundational |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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  Follow government and organisational record-keeping requirements | Foundational |
| business-enablers | **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 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.

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| --- | --- | --- | --- |
| **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 | Foundational |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Foundational |
| personal-attributes | 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 |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Foundational |
| relationships | 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 | Foundational |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |