Role Description
Senior Policy & Programs Officer

Department of Primary Industries and Regional Development

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Division/Branch/Unit	Agriculture & Biosecurity / Biosecurity & Food Safety
Location	Negotiable
Classification/Grade/Band	Clerk Grade 9 / 10
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	December 2020 (updated August 2024)
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; Biosecurity; Forestry and Fishing; 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.

Within the Agriculture and Biosecurity division, the Biosecurity & Food Safety branch 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 provides strategic policy and legislative advice to support the NSW Food Authority in achieving its functions under the *Food Act 2003* and regulations.

Key accountabilities

- Undertake research and consultation to inform issues analysis and development of advice on policy and program matters relating to the role of the Authority, including thorough briefs, reports and other materials for the Minister and relevant Executive, as required.

- Respond to and manage key policy and legislative issues relating to the role of the Authority and the food regulatory system more broadly, including liaison and collaboration with the Australian Government and NSW Health on NSW input to National Food Policy.
- Provide high level policy, technical and paralegal information, advice and recommendations as required, including specialist advice on emerging political issues and parliamentary processes.
- Support the efficient flow of information and material between the Authority and its functions within the Biosecurity and Food Safety Branch, Chief Scientists Office, Strategy & Engagement, DPIRD Executive, Ministerial and Communication Services and the Office of the Minister for Agriculture.
- Represent the NSW Food Authority on committees or working groups as required.
- Assist the Manager Food Policy and Partnerships in managing and coordinating the overall workload of the team, including assisting and mentoring junior colleagues as required.

Key challenges

- Developing and providing clear, concise advice on often highly technical matters to a non-technical audience, often under significant time constraints and with minimal direction.
- Developing and maintaining collegiate working relationships with key stakeholders in the Ministerial and Communication Services and Departmental Liaison Office, to support the provision of high quality written products to the Minister as required.

Key relationships

Who	Why
Ministerial	
Minister's Office	• The role will require a sound working relationship with the Minister's Office so that timely and quality advice can be provided
Internal	
Food Authority CEO and senior management	• The role will work with senior management to critically review information and formulate strategies, policy and legislative advice and communication strategies
Team Manager	• Provide advice on key issues and work collaboratively to develop and provide advice to the Minister and senior DPI Executives, as required.
External	
Federal, State and Local Government	• The role will be required to liaise with other government bodies in the preparation of advice, review and evaluation
Food Industry	• The role must maintain a strong awareness of the food industry in NSW, Australia-wide and internationally, particularly on key issues regarding food safety, regulatory practice and emerging technology • The role may be required to engage with relevant food industry peak bodies and individual businesses on key issues

Role dimensions

Decision making

The role makes recommendations and provides advice on food safety policy and legislative matters, some of which may impact on food businesses. As such, the role is required to make decisions objectively, considering

all potential impacts. The role is expected to work independently, although when needed the role is expected to gather information and evidence from stakeholders in a professional and confidential manner.

Reporting line

Manager Food Policy and Partnerships

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- High level of understanding of the mechanisms and processes of government
- Working knowledge of policy tools and options to address issues of a complicated nature and experience in policy analysis, formulation, interpretation and evaluation
- Ability to think laterally and focus on developing efficient and effective policy solutions

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 and encourage others to do so • Act professionally and support a culture of integrity	Adept

		• Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	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
	Work Collaboratively	• Build a supportive and cooperative team environment	Intermediate

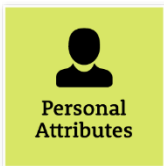| Capability group/sets	Capability name	Behavioural indicators	Level
	Collaborate with others and value their contribution	• Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively	Advanced
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate and include contingency provisions • Monitor the progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately • Consider the implications of a wide range of complex issues and shift business priorities when necessary • Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning	Advanced
	Demonstrate Accountability	• Be proactive in taking responsibility and being accountable for own actions	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• 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	
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

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
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

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COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate