

# Role Description

## Senior Field Officer

|                           |   |
|---------------------------|---|
| Cluster                   | Department of Regional NSW  |
| Agency                    | Local Land Services   |
| Classification/Grade/Band | Field Operations Stream, LLS Level 2                              |
| Role Family               | Adapted/Trade & Labour, Facilities Management/Support             |
| ANZSCO Code               | 234111  |
| PCAT Code                 | 1119192   |
| Date of Approval          | March 2015 (updated June 2020)                                    |
| Agency Website            | <a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a> |

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility 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.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Service.

### Primary purpose of the role

Provide front line field activities for the care and maintenance of travelling stock reserves within the region and in keeping with the legislative framework and state and local policies, procedures and operational plans.

### Key accountabilities

- Maintain travelling stock reserves infrastructure including fences, troughs, tanks, holding yards and windmills in a cost effective manner in accordance with program plans.
- Identify and control weed infestations and ensure the travelling stock reserves are maintained in accordance with region work plans and standards, policy and procedure.
- Apply and store chemicals in accordance with legislative requirements whilst paying particular attention to the personal protective equipment requirements and any environmental warnings.
- Maintain or request the maintenance of plant and equipment in line with servicing guidelines and warranty timetables.
- Keep accurate and up to date records of weed control, chemical use, repairs and maintenance and any other records including completion of job sheets.

- Assist Biosecurity staff with animal and plant biosecurity surveillance activities to ensure rapid identification of new and emerging biosecurity threats.

## Key challenges

- Working alone in an unsupervised and remote location and making decisions within agreed standards and procedures.
- Planning and prioritising work projects to ensure they are completed within required specifications and timeframes.
- Maintaining knowledge of procedures and guidelines and awareness of technological and environmental developments to ensure the delivery of effective projects.

## Key relationships

| Who  | Why  |
|--|--|
| <b>Internal</b>                              |  |
| Team Leader / Other staff members            | <ul style="list-style-type: none"> <li>• Provide advice and information in dealing with initiatives and projects for the care and maintenance of travelling stock reserves</li> </ul>            |
| <b>External</b>                              |  |
| Landholders/Government agencies/key partners | <ul style="list-style-type: none"> <li>• Seek information and data and provide advice in relation to weed infestations on travelling stock reserves and use of weed control chemicals</li> </ul> |

## Role dimensions

### Decision making

Together with the supervisor they are responsible for making daily decisions in order to meet the requirements of the role.

### Reporting line

Nil

### Direct reports

Nil

### Budget/Expenditure

## Essential requirements

Current drivers licence and willingness to travel

## 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> |
|  |   | <b>Work Collaboratively</b><br>Collaborate with others and value their contribution   | <ul style="list-style-type: none"><li>Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts</li><li>Respond to others who need clarification or guidance on the job</li><li>Step in to help others when workloads are high</li><li>Keep the team and supervisor informed of work tasks</li><li>Use appropriate approaches, including digital technologies, to share information and collaborate with others</li></ul>   |
| <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  |

## FOCUS CAPABILITIES





| Capability group/sets  | Capability name   | Behavioural indicators  | Level        |
|--|---|---|--------------|
| <br>Business Enablers | <b>Project Management</b>   |   | Foundational |
|  | Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Plan and deliver tasks in line with agreed project milestones and timeframes</li> <li>Check progress against agreed milestones and timeframes, and seek help to overcome barriers</li> <li>Participate in planning and provide feedback on progress and potential improvements to project processes</li> </ul> |              |

## 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        |
|--|-------------------------------------|--|--------------|
| <br>Personal Attributes | 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 |
| <br>Relationships       | Communicate Effectively             | Communicate clearly, actively listen to others, and respond with understanding and respect             | Foundational |
|  | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                            | Foundational |
| <br>Results             | 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                         | Foundational |
| <br>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 |