Role Description
Farm Assistant

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Department of Primary Industries / Infrastructure, Investment & Business Excellence / Research Services
Location	Various
Classification/Grade/Band	Operational Staff Grade 1
ANZSCO Code	841599
PCAT Code	1229192
Date of Approval	April 2022 (Updated from July 2018)
Agency Website	www.dpi.nsw.gov.au

Agency overview

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

NSW Primary Industries, as Department of Primary Industries (DPI), supports the development of profitable primary industries that create a more prosperous NSW and contribute to a better environment through sustainable use of natural resources.

DPI Infrastructure, Investment & Business Excellence works across the breadth of DPI and is focused on maximising the utilisation and productivity of the Department's infrastructure portfolio. Through strong partnerships (internal and external) we also identify commercialisation pathways and help shape DPI's future investments, drive innovation and promote world class scientific and research excellence. Our programs focus transforming our connections with customers through data and excellence in customer service and delivery of assistance programs through the Rural Assistance Authority.

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

Who	Why
Internal	
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 direction 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 applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

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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	Foundational
	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	Foundational
	Demonstrate Accountability	**Foundational**
Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**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
Relationships	Foundational	• Understand the importance of customer service

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Commit to 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 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

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