|  |  |
| --- | --- |
| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Group/Division/Branch** | DPI / Biosecurity and Food Safety / EMAI |
| **Location** | Menangle |
| **Classification/Grade/Band** | Professional Officer Grade 1 - 4 |
| **Job Family *(internal use only)*** | Bespoke / Science and Engineering / Delivery |
| **ANZSCO Code** | 311413 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 16 November 2020 |
| **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.

The NSW Department of 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, the Biosecurity & Food Safety Division is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety and animal welfare. 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 Senior Parasitologist Veterinary liaises with staff within the EMAI Microbiology and Parasitology Laboratory ensuring a coordinated approach to diagnostic testing, research and development, and quality assurance.

**Key accountabilities**

* Conduct and supervise parasitological diagnostic testing within the Microbiology and Parasitology section to ensure client expectations are met
* Provide advice to laboratory staff and veterinarians on appropriate parasitological tests and techniques to be undertaken
* Liaise with managers, professional and technical staff and veterinary pathologists and provide advice on testing outcomes
* Identify and implement technical developments relevant to veterinary parasitology and plan, design and conduct research experiments in accordance with scientific principles and stipulated quality assurance requirements within NSW DPI Biosecurity and Food Safety
* Maintain peer relevance by keeping up to date with scientific research developments, establishing and maintaining effective scientific and industry networks, delivering presentations and attending seminars/ conferences and other professional forums to ensure that the Department has access to relevant information and is able to contribute to the body of scientific expertise within the discipline
* Proactively identify opportunities to continually improve the efficiency and effectiveness of laboratory performance and promote maintenance of Quality Assurance to meet NATA ISO17025
* Coordinate staff and workflow within the laboratory section to ensure testing outcomes are met, promoting and maintaining a safe work culture at all times
* Comply with work standards for Research Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

**Key challenges**

* Working within a team environment to drive diagnostic testing and research and development
* Managing multiple tasks effectively within tight timeframes to ensure diagnostic outcomes are met

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
|

|  |
| --- |
| Team Leader Microbiology and |
| Parasitology |

 |

|  |
| --- |
| * Receive guidance from, discuss priorities and provide regular updates
 |
|  on key issues and progress |
| * Escalate issues as appropriate
 |
| * Participate in meetings to represent laboratory section perspective
 |
|  and share information about day to day and medium to long term |
|  issues |

 |
| Team Leader Microbiology and Parasitology, Technical Manager, Professional staff | * Interact with and work collaboratively to achieve unit outcomes
* Share information and discuss solutions to problems with colleagues
* Participate in meetings to represent laboratory section perspective and share information about day to day and medium to long term issues
 |
| Diagnostic team, technical officers and technical assistants | * Interact with and work collaboratively to achieve section outcomes.
* Ensure all tasks are completed in a timely manner
* Contribute to a harmonised team environment by completing all assigned tasks and taking initiative to assist other team members that may require additional help
 |
| Diagnostic team, technical officers and technical assistants | * Provide guidance to, discuss priorities with and provide feedback on testing progress and outcomes
 |

**Role dimensions**

**Decision making**

This role has a moderate level of autonomy and is accountable for the delivery of testing outcomes within the parasitology section; refers to a supervisor any decisions that require significant deviation from project outcomes or timeframes, are likely to escalate or create substantial or contentious precedent, require a higher administrative or financial delegation, or submission to a higher level of management.

**Reporting line**

Team Leader, Microbiology and Parasitology

**Direct reports**

Technical assistants and/or technical officers within parasitology section

**Key knowledge and experience**

* Demonstrated experience in parasitology

**Essential requirements**

* Degree qualification in Veterinary Science, Science or a related field

# 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 |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook for opportunities to design innovative solutions to meet user needs and service demandsEvaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | 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**  |
|  | 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 |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |