

# Role Description

## Development Officer Farms of the Future



Department of  
Primary Industries

Cluster	Regional NSW
Department/Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Agriculture / Climate / Farms of the Future
Location	Nth NSW, Central NSW, Southern NSW or NSW DPI location by negotiation
Classification/Grade/Band	Professional Officer Grade 1 – 4
Role Family <i>(internal use only)</i>	Bespoke / Communication and Engagement / Deliver
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	August 2021
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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, Agriculture (DPI Ag) leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries; and provides access to financial loans and grants through the Rural Assistance Authority (RAA).

### Primary purpose of the role

The Development Officer Farms of the Future undertakes collaborative industry development activities in their designation regions that will enhance the success and deliver the outcomes of the NSW Government Farms of the Future program.

### Key accountabilities

- Partner with relevant DPI extension and education colleagues, regional industry and other stakeholders to develop adoption programs that accelerate the uptake of ag-tech in priority regions.

- Provide timely information and advice to the project implementation team on current and emerging Agtech issues and regional industry development opportunities that will enhance the success of the program.
- Manage a regional innovation hub and associated networks that support the successful adoption of Agtech farming technologies that are profitable and sustainable and aligned with industry and community needs.
- Represent DPI Agriculture at events, meetings and other fora, including to present DPI's work and to contribute to project planning.
- Manage and monitor local implementation of the adoption program, overseeing all aspects of planning, development and implementation, including developing and executing plans, coordinating resources, meeting reporting requirements, and supporting project-related activities.
- Ensure project outcomes are achieved on time, to quality standards and within agreed scope and budget in line with established agency project management methodology.
- Build and maintain collaborative relationships with stakeholders, industry partners and organisations to achieve program objectives.
- Comply with work standards for Extension/Development 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

- Developing and delivering projects that improve the awareness, education and adoption of Agtech connectivity and device to improve productivity, profitability and sustainability of the industry in NSW.
- Aligning government and industry priorities and establishing and maintaining an effective network of industry, government and other stakeholders and developing and maintaining subject matter expertise in Agtech connectivity and device and relevant technical areas.
- Working autonomously in a regional area with minimal supervision while maintaining constructive working relationships with the state wide Farms of the Future project team.

## Key relationships

Who	Why
<b>Internal</b>	
Program Manager Farms of the Future	<ul style="list-style-type: none"> <li>• Receive strategic guidance through participation with project management as well as complete regular performance and development management activities</li> <li>• Contribute to the formulation of advice and program initiatives and provide regular updates on key issues</li> </ul>
Program team	<ul style="list-style-type: none"> <li>• Work as part of a team, to form ideas and strategic plans to develop the Agtech industry</li> <li>• Collaborate on strategic development and project planning</li> <li>• Advise of emerging and or contentious issues and solutions</li> </ul>
NSW DPI colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate on policy/program/project initiatives</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Participate in strategic planning in the Climate Applications and Digital Agriculture team in the DPI Climate Branch.</li> <li>Work as part of a team, to form ideas and strategic plans to develop the Agtech industry.</li> </ul>
<b>External</b>	
Industry stakeholders, dairy producers, interstate DPI agencies, Dairy Australia, Universities	<ul style="list-style-type: none"> <li>Liaise with to understand key initiatives, opportunities and risks to production to support project development</li> <li>Collaborate with and provide services associated with existing projects, and scope new project concepts and proposals</li> <li>Identify and deliver engagement opportunities and assist with delivery of outcomes</li> <li>Lead, manage and foster key partnerships and develop strong linkages with interested parties in the NSW Agtech industry through the regional innovation hub</li> <li>Broker relationships between farmers and skilled service providers to enable support for the adoption of Agtech and appropriate tools to assist in decision making to support the grants program</li> <li>Develop and maintain constructive relationships and foster key partnerships across the national R,D,E &amp; E spectrum</li> <li>Lead and facilitate regional forums and other appropriate activities.</li> </ul>
Local land Services and private agricultural advisory and extension providers	<ul style="list-style-type: none"> <li>Collaborate with extension and service providers to promote key research findings and facilitate pathways to industry adoption.</li> </ul>

## Role dimensions

### Decision making

This role:

- Works with a high degree of autonomy
- Develops their work priorities with the Program Leader and project implementation team
- Consults on initiatives across NSW DPI Divisions, branches and local units
- Conducts industry activities, coordinates relevant activities with other staff and units
- Identifies needs and opportunities, initiates and helps deliver projects, establishes and participates in extension and education teams
- Provides technical briefings and recommendations; represents the Department and provides technical input in forums where appropriate
- Consults with colleagues and supervisor on initiatives across units and branches and policy issues that impact on the implementation of the project
- Allocates resources and approves expenditure within delegation and budget and consistent with priorities
- Refers to the supervisor sign offs for major projects, or variations to projects and approvals for expenditure above delegation

## Reporting line

Program Leader Farms of the Future

## Direct reports

Nil

## Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

## Key knowledge and experience

- Demonstrated knowledge of the NSW agricultural industry, the specific region and its farming systems, key profit drivers and factors impacting on productivity and sustainability
- Proven experience in developing, delivering and evaluating collaborative projects for industry
- Current NSW Driver Licence and the ability and willingness to travel

## Essential requirements

- Degree in Animal Science, Agricultural Science, Agricultural Economics or other relevant discipline

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Present with credibility, engage diverse audiences and test levels of understanding</li> <li>• Translate technical and complex information clearly and concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Contribute to and promote information sharing across the organisation</li> <li>• Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>• Explore creative ways to engage diverse audiences and communicate information</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	Advanced

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>• Research and analyse information to make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Project Management</b>	<ul style="list-style-type: none"> <li>Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>Identify and consult stakeholders to inform the project strategy</li> <li>Communicate the project's objectives and its expected benefits</li> <li>Monitor the completion of project milestones against goals and take necessary action</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>	Adept
	Understand and apply effective planning, coordination and control methods		

## 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
 <b>Personal Attributes</b>	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
 <b>Relationships</b>	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	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	Foundational