|  |  |
| --- | --- |
| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | DPI / Biosecurity and Food Safety / EMAI / Science and Research, Animal Virology |
| **Location** | Menangle NSW |
| **Classification/Grade/Band** | Professional Officer Grade 1-4 |
| **Role Number** | TBC |
| **ANZSCO Code** | 234711 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 23 October 2014 (updated 28 June 2021) |
| **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. 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

Veterinary Virologists undertake diagnostic and research investigations of viral infections of farm livestock, poultry and aquatic animals that could lead to loss of markets for NSW livestock and products; damage their reputation for food safety and quality; reduce the efficiency of production or pose a threat to public health. Veterinary virologists undertake research to support disease control programs through the development of new diagnostic tests and vaccines, maintain or improve market access for animals and products, increase the efficiency of animal production and reduce risks to public health and the impacts of feral animals on the environment.

# Key accountabilities

* Conduct and supervise laboratory diagnostic activities
* Develop, manage and participate as a collaborator in research programs and projects for the development of improved tools and strategies for the diagnosis, surveillance and control of viral infections
* Communicate with and provide technical advice to clients of diagnostic and research services to ensure their needs are met
* Publish diagnostic and research findings in refereed journals, conference presentations and reports
* Develop specialist expertise in animal virology to assist the development of science-based animal biosecurity policies and procedures and disease control
* Supervise staff appointed to assist achievement of research project outcomes
* Comply with work standards according to the level of appointment in the Professional Officer (1-4) scale in the Crown Employees (NSW Department of Trade & Investment) Professional Officers Award

Key challenges

* Being able to carry out a wide range of specialised scientific functions, including the development and application of new technologies and techniques
* Paying attention to detail in a high pressure work environment, develop capacity to prioritise workload and meet tight deadlines as required
* Identifying areas of priority for industry and the Department for research, develop and promote research proposals to generate funding support

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Team Leader (Virology) | * To ensure high levels of achievement and alignment of work plans and business goals
* Receive guidance, discuss priorities & provide regular updates. Escalate issues as appropriate
 |
| Other professional officers within Virology Laboratory and those at EMAI, on operational and scientific issues | * To foster collaborative project proposals, to share and develop technical expertise and to ensure that diagnostic accessions are efficiently serviced and client needs are met.
 |
| Biosecurity NSW staff | * To integrate diagnostic and research outcomes with extension, policy and operational activities and to capture project opportunities from internal sources
 |
| External Funding Unit | * To comply with DPI procedures on externally funded projects
 |
| **External** |  |
| Clients of diagnostic and health certification services | * To ensure provision of an efficient, effective and timely service
 |
| Industry Funding bodies, Universities and CRCs | * To maximise external funding for operations
 |
| Industry organisations, farmer groups, key industry representatives | * To ensure industry needs and priorities are identified and met
 |
| Key researchers in animal health | * To maximise the synergies from collaboration
 |

# Role dimensions

## Decision making

This role works with a degree of autonomy which increases with progression to higher grades within the classification.

## Reporting line

Team Leader (Virology)

## Direct reports

Nil

## Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Essential requirements

Bachelor’s Degree in Veterinary Science, registrable with the Veterinary Practitioners Board NSW

Comply with work standards according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Trade and Investment) Professional Officers Award

A current driver’s license

# 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](http://www.psc.nsw.gov.au/capabilityframework)

## 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** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Advanced** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Intermediate** |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Adept |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Intermediate** |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Intermediate** |

## 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 | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do soDemonstrate professionalism to support a culture of integrity within the team/unitSet an example for others to follow and identify and explain ethical issuesEnsure that others understand the legislation and policy framework within which they operateAct to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievementActively seek, reflect and act on feedback on own performanceTranslate negative feedback into an opportunity to improveMaintain a high level of personal motivationTake the initiative and act in a decisive way |
| **Relationships**Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’Clearly explain and present ideas and argumentsListen to others when they are speaking and ask appropriate, respectful questionsMonitor own and others’ non-verbal cues and adapt where necessaryPrepare written material that is well structured and easy to follow by the intended audienceCommunicate routine technical information clearly |
| **Relationships**Commit to Customer Service | Intermediate | Support a culture of quality customer service in the organisationDemonstrate a thorough knowledge of the services provided and relay to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCo-operate across work areas to improve outcomes for customers |
| **Results**Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidenceIdentify issues that may hinder completion of tasks and find appropriate solutionsBe willing to seek out input from others and share own ideas to achieve best outcomesIdentify ways to improve systems or processes which are used by the team/unit |
| **Results**Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about their application by self and othersBe alert to risks that might impact the completion of an activity and escalate these when identifiedUse financial and other resources responsibly |
| **Business Enablers**Technology | Intermediate | Apply computer applications that enable performance of more complex tasksApply practical skills in the use of relevant technologyMake effective use of records, information and knowledge management functions and systemsUnderstand and comply with information and communications security and acceptable use policiesSupport the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |
| **Business Enablers**Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directionsUnderstand project goals, steps to be undertaken and expected outcomesPrepare accurate documentation to support cost or resource estimatesParticipate and contribute to reviews of progress, outcomes and future improvementsIdentify and escalate any possible variance from project plans |