

Role Description

Education Officer – Land Management



Department of
Primary Industries

Cluster	Planning, Industry and Environment
Agency	Department Primary Industries
Division/Branch/Unit	DPI / Agriculture / Education
Location	Tocal College, Paterson
Classification/Grade/Band	Professional Officer Grade 1 – 4
ANZSCO Code	242211
PCAT Code	3119192
Date of Approval	July 2019
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

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.

Primary purpose of the role

The Education Officer – Land Management is responsible for the statewide coordination of the Conservation and Ecosystem Management training program, with a focus on the Certificate III in Conservation and Ecosystem Management, specialising in Indigenous Land Management. This role will involve the coordination and delivery of quality training and assessment in the full qualification as well as skills sets.

Key accountabilities

- Coordinate and contribute to the delivery of training and assessment to students in the Certificate III Conservation and Ecosystem Management program including online, face to face delivery and traineeships.
- Work collaboratively with a range of stakeholders to identify training needs
- Work collaboratively with college staff to develop and deliver full and skills sets in productive and sustainable agriculture and land management as part of Tocal College's Vocational Education and Training Program
- Ensure the continuous improvement of training activity is consistent with the VQF (Vocational Quality Framework) and other relevant legislation and industry best practice
- Liaise with employers and other stakeholders to ensure courses remain relevant to industry needs
- Liaise with a wide range of industry and community stakeholders to identify training needs in Land Management
- Contribute to meeting industry and community needs with delivery of full and part qualifications in productive and sustainable agriculture and land management.
- Comply with work standards for Education 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

- Develop and maintain effective relationships with key stakeholders including industry, community groups, other staff and students to identify training needs and opportunities
- Coordinate the delivery of both online and external training programs in Land Management
- Deliver both online and external training programs in Land Management
- Development and delivery the full qualification training program including the delivery and assessment of training in a range of topics within areas of expertise
- Maintain currency with Vocational Education and Training industry best practice

Key relationships

Who	Why
Internal	
Agency staff	<ul style="list-style-type: none">• Communicate effectively with College management and staff, to ensure work is aligned to Departmental and Division priorities
Work team	<ul style="list-style-type: none">• Participate in meetings to discuss work group perspectives and share information
External	
Commercial farmers and industry representatives	<ul style="list-style-type: none">• To provide and gather information and ascertain issues, input and support

Who	Why
Customers - individual or enterprises	<ul style="list-style-type: none"> To ensure delivery of quality products and initiatives, in line with client service principles and code of conduct

Role dimensions

Decision making

Plans and organises work to achieve agreed business objectives and tasks, within approved work and project plans. Develops relationships with a range of industry stakeholders with minimal input from supervisor.

Submits assessment results and reports, with little input from supervisor.

Reporting line

Team Leader Industry Qualifications

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree in Environmental Science /Land Management or related field
- Certificate IV in Training and Assessment or ability and willingness to obtain the certificate
- Working with Children Check or willingness to obtain prior to or on appointment to the role
- Current NSW Driver Licence and the ability and willingness to travel





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

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	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	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate achievements and adjust future plans accordingly
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

- Prepare accurate documentation to support cost or resource estimates
- Participate and contribute to reviews of progress, outcomes and future improvements
- Identify and escalate any possible variance from project plans