

# Role Description

## Professional Officer (Weeds Biocontrol and Invasive Invertebrates Research, Development and Adoption)

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	DPI / Biosecurity and Food Safety / Invasive Species Biosecurity
Location	Grafton (or other NSW Regional location by negotiation)
Classification/Grade/Band	Professional Officer Grade 1-4
ANZSCO Code	234999
PCAT Code	1119192
Date of Approval	May 2022
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, 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

The role conducts and supports research, development and adoption into the ecology, impacts and management of weeds through biological controls and/or invasive invertebrates and insects, including red imported fire ants. The role also supports state and national partnerships with stakeholders and broader programs including local government, Local Land Services, industry, universities, national eradication programs and other state and commonwealth agencies to ensure high quality and relevant outcomes for Invasive Species Biosecurity.

## Key accountabilities

- Implement innovative research, development and adoption projects which provide robust and timely outcomes
- Culture and maintain biological control agents for mass rearing and release at facilities, laboratories, and glasshouses
- Engage with key programs to adopt learnings and successes into NSW systems and programs
- Disseminate research and program results within/to NSW DPI, stakeholders and the wider community ensuring that results are both practical and timely and packaged to facilitate appropriate responses by landholders, community groups, government and industry stakeholders and the broader community
- Develop and manage funding submissions for project work with fellow research, industry, and governance collaborators
- Maintain peer relevance by keeping up to date with scientific research and developments, establishing and maintaining effective scientific and industry networks, delivering presentations and attending seminars 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
- Retain currency in research design, methods, and analysis for a wide range of agricultural, ecological or social research, including analysis of spatial information, insect thermal physiologies and weed or insect management technologies and applications
- 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 Industry) Professional Officers Award.

## Key challenges

- Building state and national collaborations with industry, universities and government partners in a highly complex environment
- Engaging with diverse stakeholders in design, implementation and reporting of activities that achieve desired outcomes.

## Key relationships

Who	Why
<b>Internal</b>	
Manager Weeds Biosecurity and Leader Invasive Invertebrates Biosecurity	<ul style="list-style-type: none"> <li>• Receive direction on work planning and priority tasks.</li> <li>• Provide feedback on role and regular updates on research, development and adoption programs</li> </ul>
Invasive Species Biosecurity staff	<ul style="list-style-type: none"> <li>• Interact and work collaboratively with unit staff to achieve objectives and promote values.</li> </ul>
Other DPI Staff	<ul style="list-style-type: none"> <li>• Collaborate with other units and researchers within NSW DPI to develop, plan and implement initiatives that support the Department's Biosecurity, Industries and Environments objectives and values.</li> </ul>
<b>External</b>	
State and federal agencies and research organisations	<ul style="list-style-type: none"> <li>• Collaborate in project implementation and access to data to undertake research, development, and adoption activities.</li> </ul>

Who	Why
Universities	<ul style="list-style-type: none"> <li>Collaborate in project implementation and access to data to undertake research and development activities.</li> </ul>
Local Land Services	<ul style="list-style-type: none"> <li>Engage for purposes of implementation and adoption of programs and procedures</li> </ul>
Local Government	<ul style="list-style-type: none"> <li>Engage for purposes of implementation and adoption of programs and procedures</li> </ul>

## Role dimensions

### Decision making

The role is accountable for the provision of high-quality service delivery and for the accuracy and integrity of the content of advice provided. The position has a high degree of autonomy in planning, implementing, communicating and publishing research and project activities.

The role will:

- set work priorities and develop project plans consistent with NSW DPI's goals and contractual obligations;
- involve key stakeholders in the planning, implementation and communication of activities, through regular consultation;
- supervise technical staff and students in activities and project planning, to ensure the quality of outputs;
- commit expenditure of allocated budgets and make decisions as to the appropriate provision of services, equipment, nature of advice or course of action, where required; and
- comply with legislation, departmental policy and procedures, and industry policies.

The position consults with unit leaders and managers before making decisions about:

- the alignment of activities to address high priorities for biosecurity in NSW;
- the release of publicity or media material that may be contentious;
- interpretation of departmental and government policies;
- commitment of expenditure outside budget allocations and financial delegations; and
- the allocation of resources.

### Reporting line

Leader Weeds Biocontrol and Invasive Invertebrate Programs.

### Direct reports

Technical staff and students as required.

### Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation.

## Key knowledge and experience

- Demonstrable experience in developing innovative research, development and adoption solutions and track record of high-quality outputs in weeds biological control, plant-insect interactions, or invertebrate biosecurity.

## Essential requirements

- Bachelor's Degree in Science, Agricultural Science, Natural Resources, or a related field with post-graduate experience in the same
- Current NSW Drivers License
- Ability and willingness to travel and undertake remote field work.
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

## 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.

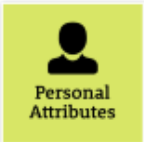
The capabilities are separated into focus capabilities and complementary capabilities


## 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
	<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

 <p>Relationships</p>	<p><b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Focus on key points and speak in plain English</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>• Promote the use of inclusive language and assist others to adjust where necessary</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Write and prepare material that is well structured and easy to follow</li> <li>• Communicate routine technical information clearly</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate



**Project Management**  
Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

Advanced

















**Manage and Develop People**  
Engage and motivate staff, and develop capability and potential in others

- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

Adept

## 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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate