

# Role Description

## Industry Development

### Officer Viticulture



Department of Primary Industries  
and Regional Development

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Division/Branch/Unit	Agriculture & Biosecurity / Agriculture
Location	Orange
Classification/Grade/Band	Professional Officer Grade 1 - 4
ANZSCO Code	311111
PCAT Code	1119192
Date of Approval	14 March 2017 (updated March 2020; October 2022 and August 2024)
Agency Website	<a href="http://www.dpird.nsw.gov.au">www.dpird.nsw.gov.au</a>

### Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture; Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Within the Agriculture and Biosecurity division, the Agriculture branch 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

Collaborate with the wine industry and work within the divisions of Agriculture and Biosecurity of NSW DPI, to support and move the NSW Wine industry towards more sustainable and biosecure production.

### Key accountabilities

- Work with researchers from DPI, other research and development organisations, government, key commodity groups and industry to define opportunities for, and impediments to, competitive and sustainable outcomes for the wine industry
- Source and collate information from industry, relevant recognised research, community and the private sector
- Build and maintain collaborative relationships with stakeholders and partners to achieve business objectives

- Develop, refine and distribute extension products that target the adoption of relevant and new technologies that will contribute to sustainable farm outcomes
- 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

- Translating and distributing complex scientific information into packaged products which industry and local advisors can understand and apply
- Identifying and planning the development of opportunities to expand an industry which is in apparent decline in key NSW wine regions, particularly
- Developing appropriate pathways for delivery of information to a diverse group of stakeholders.

## Key relationships

Who	Why
<b>Internal</b>	
Leader Southern Horticulture	<ul style="list-style-type: none"> <li>• Receive guidance from, discuss priorities with and provide regular updates on key issues</li> </ul>
NSW DPI industry researchers and development officers	<ul style="list-style-type: none"> <li>• Work collaboratively to achieve maximum outcomes for wine industry</li> </ul>
NSW DPI Horticulture Development Officers	<ul style="list-style-type: none"> <li>• Work as part of a broadly based team, to develop ideas and strategic plans to develop priority horticultural industries</li> </ul>
NSW DPI Biosecurity	<ul style="list-style-type: none"> <li>• Collaborate in Biosecurity projects</li> </ul>
<b>External</b>	
Wine industry bodies	<ul style="list-style-type: none"> <li>• Liaise NSW Wines and other wine association bodies</li> </ul>
Steering Committee	<ul style="list-style-type: none"> <li>• Guided by committee made up of wine industry representatives and NSW DPI staff, receiving and exchanging information</li> </ul>
Wine Australia	<ul style="list-style-type: none"> <li>• Provide milestone reports on existing projects progression and liaise with for the development of new project concepts and proposals.</li> </ul>
Industry stakeholders and growers (includes, grower associations, wine producers and cooperatives and Local Land Services)	<ul style="list-style-type: none"> <li>• Share and exchange information and advice and provide reports on existing projects.</li> </ul>

## Role dimensions

### Decision making

This role:

- Works with a high degree of autonomy
- Develops their work priorities with Leader Southern Horticulture in consultation with the wine industry and Biosecurity NSW

### Reporting line

Leader Southern Horticulture, the position has a steering committee because position sits across Industry, Agriculture and Biosecurity

### Direct reports

This position may have direct reports depending on project involvement.

### Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

### Essential requirements

- Degree Qualification in Viticulture/Agricultural/Horticultural Science or other discipline relevant to the role
- Current NSW Driver Licence and the ability and willingness to travel

### 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
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<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>Personal Attributes</p>	<p><b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Stay motivated when tasks become difficult</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives</p>	<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
 <p>Relationships</p>	<p><b>Work Collaboratively</b> Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept



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**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 issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate 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 actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate

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**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 benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

Adept















**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	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
 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