

# Job Description Form (JDF)

## Position details

Position title:	Director Intelligence, Extension and Support
Position number:	70250257
Classification:	Specified Calling Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Primary Industries Development
Directorate:	Animal Systems
Branch:	Intelligence, Extension and Support

## Reporting relationships

Reports to:	Executive Director, Animal Systems (70240248), Class 1 <b>This position</b>
Direct reports:	5

## Role summary

The Director Intelligence, Extension and Support leads, directs and manages a complex predominantly science and data focussed, enabling business area, aligned with state and industry priorities. The branch is responsible for preparing high-level strategic and scientific advice to advance the Primary Industries Development Pillar, branch and directorate outcomes. The Director ensures the Intelligence, Extension and Support Branch delivers high-impact regional intelligence analysis, policy, enabling services, scientific research, development and extension activities via a coordinated and strategic approach, in collaboration with internal, industry and research partners. The role will drive a progressive and innovative agenda to primary industries in Western Australia, showcasing DPIRD regional capability and capacity in the above areas as both leaders and collaborators. This role is also responsible for the Animal Ethics Office, ensuring DPIRD is fulfilling its obligations under the Australian Code for the Care and Use of Animals for Scientific Purposes.

The Director of IES is also responsible for leading the Northern Beef team with a focus on achieving strategic outcomes aligned with state and industry priorities.

The Director provides strategic leadership to complex and geographically diverse teams in the areas of regional , intelligence analysis, scientific development and extension programs and policy that underpin the advancement of Western Australia's primary industries. As a senior leader and adviser to the Executive Director Animal Systems, the Director provides expert guidance on policy and significant matters related to research, governance, strategic planning and performance monitoring working collaboratively with internal and external partners to drive growth and impact.

## About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Leadership and Stakeholder Engagement

- Oversees, coordinates and provides leadership for the branch to deliver outcomes aligned to the business requirements of the pillar and department.
- Models, promotes and demonstrates a genuine commitment to DPIRD's values and represents the department, as required.
- Strengthens the department's visibility and credibility by representing DPIRD in strategic forums, advisory panels, and cross-sector leadership initiatives.
- Promotes and actively advocates for a high performing team environment and culture to empower, motivate and develop staff, and proactively managing change.
- Establishes, maintains and effectively delivers strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies (including industry, sector or other relevant peak bodies) to facilitate strengthening DPIRD profile and relevance.
- Works collaboratively across pillars to ensure industry and sector priorities and relevant DPIRD initiatives are appropriately coordinated and communicated.
- Coordinates responses to Ministerial and parliamentary requests and provides expert policy advice to support business-of-government functions.
- Is accountable for all human resource, finance, plant, equipment and apparatus including maintenance for all sites managed through the branch.
- Leads and participates in the development of emergency response capacity (e.g. people, technical expertise, equipment, procedures, etc.) for this function in a large scale or otherwise significant emergency requiring a coordinated response.
- Actively manages branch budgets ensuring programs of work are delivered on time, on budget and within scope.
- Provides values-based senior leadership, mentoring and people leadership to the Branch, focusing on building capacity and capability in priority research areas.
- Actively leads the branch in preparation for or responding to an emergency animal disease outbreak.

### Corporate Responsibilities

- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Promotes and ensures the branch maintains a proactive and compliant approach to occupational health and safety (OH&S), including physical and psychosocial safety, aligned with departmental and legislative requirements.

## Role Specific Responsibilities

- Leads and manages the Intelligence, Extension and Support branch to deliver services aligned with government and industry priorities.
- Leads a team of technical experts to provide high-level development and extension, policy and strategic advice, based on sound science and data principles.
- Leads and oversees the Animal Ethics Office to ensure DPIRD's Animal Ethic Committees are compliant with the Australian Code for the Care and Use of Animals for Scientific Purposes with an aim of continuous and sustained improvement on the services provided to industry.
- Maintains a comprehensive understanding of state, national and global scientific matters relevant to livestock development and extension and prioritises branch resources towards those activities that create the most meaningful impact to the industry.
- Drives and implements relevant strategies informed by state and industry needs and priorities to protect and support WA farming enterprises.
- Assesses the viability and value to Western Australia of proposed livestock development and extension projects and in conjunction with the branch leadership prioritises activities.
- Oversees a portfolio of research that delivers on the development and extension strategy, ensuring scrutiny and high-quality outcomes.
- Utilises industry regional, agribusiness, and science networks to actively engage in directorate and branch research investment prioritisation processes
- Develops evaluation metrics and key performance indicators to monitor progress against research and strategic performance.
- Maintains awareness of farm business responses to evolving consumer signals, market access, supply chain and financial settings.
- Ensures research is delivered in line with best practice animal welfare standards.
- Applies new technologies (products and systems) at whole-of-industry level from technology provider to paddock to primary processor.
- Maintains deep scientific expertise and connection to agricultural trade and investment opportunities and biosecurity and resource management initiatives and requirements.
- Builds and maintains strategic relationships with industry, government, and research organisations to inform policy, investment direction, and collaborative program delivery.
- Consults and partners with industry to identify goals and assess the suitability of new or existing science methods and technology to achieve them.
- Provides strategic advice on a range of scientifically complex matters to the Executive Director Animal Systems, the Deputy Director General Primary Industries Development, and other senior staff on current and emerging issues.
- Oversees and prioritises responses to Ministerial and parliamentary requests, including briefing notes and community inquiries.
- Other duties as required.

## Work related requirements

The Public Sector Commission's Leadership Expectations provides a common understanding of the mindsets and expected behaviours required of all public sector employees. Everyone leads in a context, and the leadership context for this role is **Leading Leaders**. The ability to demonstrate and apply the below expected requirements and behaviours will be assessed in the context of this role.

### Essential criteria

<b>Role specific requirements</b>	<ol style="list-style-type: none"> <li>1. Significant scientific leadership experience across a geographically diverse team.</li> <li>2. Substantial experience in either development or extension.</li> </ol>
<b>Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> <li>• You can translate and communicate the agency's objectives into strategic projects and key performance areas for your leadership teams.</li> </ul>
<b>Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks to solve problems and enhance effectiveness.	<ul style="list-style-type: none"> <li>• You apply your knowledge and expertise to understand problems from parallel perspectives, so you identify fit for purpose solutions.</li> </ul>
<b>Dynamically sense the environment</b> Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> <li>• You directly resolve conflict and approach crucial conversations with thoughtfulness, diplomacy and confidence.</li> </ul>
<b>Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.	<ul style="list-style-type: none"> <li>• You drive excellent performance in your teams, setting clear role and performance expectations and ensuring a shared understanding.</li> </ul>
<b>Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> <li>• You understand your role in creating a healthy culture in your business area and contributing to a productive culture in your agency.</li> </ul>
<b>Embody the spirit of public service</b> Display empathy, compassion, humility and integrity in all interactions and a genuine passion for the work; Demonstrate a responsibility to Western Australians; work in the interest of the public good.	<ul style="list-style-type: none"> <li>• You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency.</li> </ul>
<b>Lead adaptively.</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	<ul style="list-style-type: none"> <li>• You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.</li> </ul>

### **Desirable criteria**

1. Postgraduate qualification in Animal Science, Agriculture Science or an approved equivalent.
2. Experience in or qualifications in project management.

### **Special requirements/equipment**

- Bachelor degree in Animal Science, Agriculture Science or approved equivalent.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Current Western Australian C or C-A class driver's licence or equivalent.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

### **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

### **Delegated authority**

Position title: Deputy Director General

Endorsement Date: 5 December 2025