

# Job Description Form (JDF)

## Position details

Position title:	Senior Technical Officer
Position number:	70260045
Classification:	Level 4
Physical location:	Katanning
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Primary Industries and Development
Directorate:	Animal Systems
Branch:	Livestock

## Reporting relationships

Reports to: Team Leader, Level 6

### **This position**

Direct reports: Nil

## Role summary

Operates under general direction and is regarded as technical problem solver in own field of expertise. Provides high level technical support by carrying out assigned field or laboratory research projects.

## About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

## 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:

### Research and Development

- Provides technical support to scientists in field, glasshouse and laboratory experiments by carrying out complex experimental, survey, sampling and analytical tasks.
- Resolves problems with recording, tabulating, and checking research and surveys.
- Oversees and resolve problems with; the technical collation, analysis and preparation of research and survey reports.
- Oversees and resolve problems with; maintenance of laboratory and experimental equipment used in research projects.
- Oversees the operation and maintenance of agricultural machinery and maintenance of experimental equipment.

## Communication and Liaison

- Liaises and maintains networks with relevant staff members, stakeholders and community and industry groups.
- Supports communication and industry development activities by presenting and facilitating the application of technical advances.
- Assists with the preparation and promotion of research and development findings.
- Attends to customer enquiries on a broad range of advanced technical and inspection matters and, resolves problems regarding the customer enquiry process.
- Resolves customer grievances on a range of specialised technical and inspection matters according to policy and procedure, and processes exceptional cases through to resolution.

## General

- Supervises and trains Technical Officers and casual staff as required.
- Assists in the preparation of cost estimates for different components of the research, diagnostic, inspection and extension activities and, orders supplies and equipment, as required.
- Oversees and resolves problems with the implementation and evaluation of technical procedures and operations.
- Oversees and resolves problems with work with pesticides and other hazardous substances in accordance with standard safety procedures and guidelines.
- Undertakes emergency response duties as required.
- Other duties as required.

## Work related requirements

In the context of the role:

### Essential criteria

#### Role specific

1. Well-developed knowledge and expertise in the use of agricultural practices, research techniques and methods.

#### Core capabilities

2. *Build effective relationships:* Well-developed written, verbal and interpersonal communication skills, including the ability to confidently liaise and collaborate with and make presentations to departmental staff, industry and community stakeholders and the ability to document processes and results and prepare reports.
3. *Challenge for innovation:* Proven ability to plan and manage research projects and identify the need for change, determine priorities and action to meet deadlines.
4. *Think strategically:* Well-developed research, analytical and problem solving skills with ability to contribute to ongoing improvement.

5. *Deliver in a changing environment*: Proven ability to prioritise tasks, organise workload to meet targets and deliverables.
6. *Lead and empower others*: Proven ability to work autonomously, collaboratively and productively as a leader within a small team and supervise staff as required.

### **Desirable criteria**

1. Bachelor degree in relevant discipline or equivalent experience.

### **Special requirements/equipment**

- Diploma in a relevant discipline with relevant practical experience or substantial relevant experience.
- Undertaking field work away from the base location for periods up to a working week may be required.
- Working outside normal hours to complete seasonal tasks may be required.
- Living in regional/semi-remote community may be required.
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- 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.
- The contract of employment specifies terms and conditions relating to this position.

### **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, Primary Industries and Development

Endorsement Date: September 2019