



Job Description Form

Classification evaluation date: **December 2015** Current version date: **December 2015**

Development Officer

Position details

Classification / Level: SCL1-4

Award agreement: PSGOGA

Organisational unit: Grains Research and Development Transformation

Physical location: Various regional locations

Reporting relationships

Number of positions supervised: Nil

Supervisor:

Position number: TBA

Position title: TBA

Classification / Level: TBA

Key work description

This section provides a brief summary of the key functions of the position.

Level 1: At a professional level, using independent judgement on methods of achieving specified objectives;

Level 2: At an experienced professional level using independent judgement;

Level 3: At a broadly recognised professional level and demonstrating considerable initiative and independent judgement, within generally directed strategic programs; or

Level 4: (Senior Development Officer) At a professional level meriting national recognition and using superior initiative and judgement within a strategically important area;

Undertakes industry development activities, which deliver science, innovation and good agricultural practice that improves the profitability and sustainability of the State's agricultural sector.

Organisational context

The Department of Agriculture and Food leads the economic development of the agriculture and food sector in Western Australia.

We support the success of our state's agrifood businesses through services and partnerships that help drive the growth and transformation of industries. We also safeguard our state's precious natural resources.

We are a dynamic organisation with a strong focus on innovation and collaboration. Our strategic links with businesses and government organisations in WA, Australia and overseas allow us to create value and opportunities across supply chains, including through improved markets and trade.

Our state-wide network of dedicated and talented staff work professionally and with integrity. We listen to and support our clients and partners to help deliver meaningful results to industry, government and the community.

Work description

This section outlines the results and outcomes required.

Advisory and Communication

Develops, maintains and promotes effective working relationships with stakeholders, agri industry groups, farmers, other agricultural Research and Development organisations and agribusinesses, in accordance with the Department's Customer Service Charter, to assist the State's agriculture, food and fibre industries to be sustainable and profitable, with a focus on export-led growth,

enhance the international competitiveness of agricultural industries by working with them to meet the standards for safety and quality of food and fibre products,

expand and enhance sustainable agricultural industry development.

Provides scientific expertise in land use planning, integrated farming system analysis and industry development.

Actively promotes technology and systems and prepares and disseminates the results of research by mass media including reports, articles, broadcasts and field days so that findings may assist farmers, department officers and the wider scientific community.

Monitors and reports policy, market, technological and organisational changes affecting the profitability of agricultural industries.

Develops and applies economic and farm business management methodologies to assist Regional Directors, Project and/or Program Managers in project planning, delivery and appraisal, resource allocation and strategic planning, as required.

Promotes industry development and market intelligence through close contact with farmer groups, extension specialists, private consultants, marketers and end users.

Develops new initiatives and prepares project proposals to relevant funding bodies, as appropriate.

Utilises decision support systems and models to assist in conducting analysis and evaluation of systems and processes.

Research

Initiates and carries out research to improve sustainable agricultural production by:

Designing and conducting laboratory and/or field experiments.

Collecting tabulating, analysing and interpreting experimental data.

Conducts economic analyses to improve policies, technologies and market opportunities to identify profitable opportunities for technical change, policy and industry structural change.

Developing and maintaining an up to date knowledge and awareness of research, findings, issues and trends relevant to area of expertise.

Completing progress reports to meet project specifications.

Reviews and publishes Farmnotes and other relevant technical publications and writes press releases and reports of industry significance.

Publishes work in relevant scientific journals.

General

Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.

Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and our Department's Code of Conduct.

Applies risk management to all business processes.

Provides effective operational and executive support by maintaining and reviewing the conduct of project work, effectively managing expenditure within budget, and meeting project milestones, agreed outputs and internal and external reporting requirements.

Exercises appropriate initiative and in consultation with stakeholders assists in continuously improving processes and systems.

Prepares estimates and submissions for research projects and supervises the expenditure of funds allocated.

Prepares reports, summaries and general correspondence, as required.

Supervises and directs work of personnel under control.

Develops new projects and prepares project proposals to relevant funding bodies.

Performs other duties as required.

Work related requirements

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

ESSENTIAL PRE EMPLOYMENT REQUIREMENTS (requirements are verified prior to confirmation of appointment)

Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicants expense for permanent appointment). For appointment on a casual or fixed

term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicants expense) if not an Australian citizen or permanent resident of Australia.

A degree in Agricultural Science or approved equivalent (eg. Horticultural Science, Agricultural Business Management, Natural Resource Management).

Valid and current Western Australian C (car) class motor drivers licence, or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

An acceptable National Police Certificate (police clearance), or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

CORE ESSENTIAL CRITERIA

Successful applicants will have a demonstrated ability to carry out scientific research and development activities relevant to the agriculture, food and fibre industries.

Note: Preference will be given to applicants with sound knowledge and demonstrated technical competence

(i.e. research methodology, analysis, interpretation & recommendation) as they relate to one or more of the following areas: farming systems, land care and sustainability management, farm business analysis and agricultural research and development in relevant agricultural industries.

We are looking for applicants who have demonstrated workplace communication skills.

Context of criterion: This criterion is inclusive of but not restricted to oral and written communication skills; negotiation skills; facilitation skills; presentation skills; ability to develop and maintain networks; teamwork skills; interpersonal skills; change management abilities.

Applicants will demonstrate the ability to achieve innovation and change.

Context of criterion: This criterion is inclusive of but not restricted to the applicants ability to apply conceptual and analytical skills using appropriate independent judgement and problem-solving techniques.

Special equipment/requirements

Enter details if this job requires any special equipment/requirements.

Certification

Enter any certification requirements.

Signature:

Date: