



Job Description Form

Classification evaluation date: **March 2014** Current version date: **Nov 2016**

Position number, Technical Officer

Position details

Classification / Level: L1-5

Award agreement: PSGOGA

Organisational unit: Various

Physical location: Various

Reporting relationships

Number of position(s) reporting to this position: 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: As directed and under supervision, provides routine technical support;

Level 2: As directed, provides unsupervised technical support;

Level 3: Working under general direction, provides experienced high level technical support within a defined area of responsibility

Level 4: Provides high level support in a defined technical area

Level 5 (Senior Technical Officer): Provides high level support in a broad expertise area in research, survey, inspection and diagnostic/laboratory activities in a field or laboratory environment ensuring responsibilities are carried out in an efficient manner.

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.

Technical/Experimental

In a multi-disciplinary team environment, provides technical support to research, survey, inspection and/or laboratory activities involving plants, animals and the natural environment in the field and/or laboratory by:

- Providing assistance in field, glasshouse and laboratory experiments by carrying out experimental, survey, sampling and analytical tasks;
- Recording, tabulating and checking research and surveys ;
- Assisting with preparing samples for laboratory quality testing;
- Assisting with the collation, analysis and preparation of reports;
- Participating in the implementation and evaluation of procedures and operations;
- Assisting with the maintenance of laboratory and experimental equipment used in research projects; and
- Operating agricultural machinery and assisting with the maintenance and manufacture of experimental equipment.

Liaises with Project Managers and Technical Officers regarding the organisation and operation of project activities and with other staff as directed.

Maintains and updates procedural and information resources, as required.

Supervises staff and assists with training, as required.

Works with pesticides and other hazardous substances in accordance with standard safety procedures and guidelines.

Extension/Advisory

Liaises and maintains networks with relevant staff members, stakeholders and community and industry groups.

Actively supports communication and development activities and attends to internal and external customer enquiries.

Assists with the preparation and promotion of research and development findings including arranging meetings, field days and demonstrations.

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 the department's Code of Conduct.

Undertakes fieldwork away from the base location for periods up to a working week. There is a requirement to work outside normal hours to complete seasonal tasks, as required.

Assists with the supervision and training of Technical Officers and short term/casual staff as required.

Assists in the preparation of cost estimates for different components of the research and diagnostic activities and orders supplies and equipment, as required.

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.

Valid and current Western Australian C (car) class motor drivers licence, or equivalent is 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

The successful applicant will have:

- 1) The ability to provide technical support and observe and report on plants, animals and environmental factors.

Context of Criterion: This criterion relates to ability to provide technical support in a research and development environment. Preference will be given to applicants with technical competence in one or more of the following agri-industry areas: field experimentation, laboratory techniques, monitoring environmental factors, land management and sustainability, plants and/or animal pests, animal health issues, livestock production, plant breeding, horticulture, viticulture, biotechnology, entomology, plant pathology, quarantine.

- 2) Demonstrated effective workplace communication abilities.

Context of Criterion: This criterion includes but is not restricted to oral and written communication skills, negotiation abilities, ability to develop and maintain relationships and networks, interpersonal skills; presentation and facilitation skills, change management abilities; and to work effectively both independently and in a multi-disciplined team environment.

- 3) Knowledge of or experience in scientific methods and analytical procedures appropriate to agricultural research and development activities is essential.

Note: Consideration for relevant classification will be based upon work value and the level of skills, knowledge or experience demonstrated in your application for the position; ie. Level 1, 2, 3 or 4.

For some positions preparedness to live in a remote/semi remote community will be a prerequisite for appointment.

Note: Consideration may be given to your alignment to the value sets and needs of the department, workgroup, customer and community.

Special equipment/requirements

Nil

Certification

JDF REGISTERED:

Signature: _____
Director
People Strategy and Operations
Date: __/__/____