



## Job Description Form (JDF)

### Position details

Position title: Team Leader  
Position number: 70190095  
Classification: Level 7  
Physical location: Perth Metropolitan Area  
Award: PSA 1992  
Agreement: PSGOCSAGA 2017  
Pillar: Industry and Economic Development  
Directorate: Agribusiness Food and Trade  
Branch: Food Industry Development

### Reporting relationships

Reports to: Manager Food Industry Development, Level 8

#### **This position**

Direct reports: 2

### Role summary

Proactively engages with Western Australia premium food producers, value adders and processors to assist them to be more globally competitive and effectively capture market opportunities both nationally and internationally.

### 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:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

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

### Food Industry Development

- Facilitates the development and innovation opportunities in the WA food industry sector. This will include overseeing market intelligence and industry relationship that identifies opportunities to improve the sector's domestic and international competitiveness.
- Identifies and promotes strategies to improve international market opportunities for the food industry sector in partnership with other relevant organisations.
- Develops and implements business cases for market development programs.
- Maintains an awareness of external environment and conditions and food business sector responses to evolving consumer and market signals, supply chain and financial settings.
- Identifies key strategic pathways (directions and relationships) to maximise the impact of the Department in addressing the need to drive international competitiveness and support improved market access.
- Fosters and drives continuous improvement within the food industry program and maintains a current and comprehensive understanding of global trends and developments affecting the food industry sector.



- Develops and implements effective policies, standards and practices consistent with corporate and directorate strategies and objectives and contributes to State wide and national policy development in relation to the food industry sector.
- Identifies, develops and implements effective risk management strategies for food industries and the Department to ensure outcomes are achieved.
- Collaborates with Research and Industry Innovation directorate sector leads to identify growth opportunities and risks for agribusinesses (including food and beverage processing) from a trade market access and development perspective.
- Works in a collaborative environment towards a common purpose; as part of a broader Agribusiness Food and Trade directorate, delivering to directorate purpose and priorities, and commits to reporting using agreed systems and timelines.

### **Stakeholder Engagement**

- Establishes strong relationships with industry, sector and other relevant peak bodies
- Works across pillars to ensure industry and sector priorities and relevant departmental initiatives are appropriately coordinated and communicated.
- Develops and cultivates collaborative relationships with key industry participants and stakeholders nationally and internationally.
- Proactively engages with the food industry sector to determine how best the Department can support them in delivering their investment and growth plans.
- Promotes the Department's role within and across the sector as a key stakeholder in food industry development and innovation and fosters a quality customer service approach.
- Represents the Department on internal and external forums as required.

### **Management**

- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff.
- Models, promotes and demonstrates a genuine commitment to the Department's values.
- 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.
- Undertakes the role of first responder and/or undertakes emergency management functions to support the Department's incident response demands as and when required.
- Other duties as required.

### **Work related requirements**

In the context of the role:

#### **Essential criteria**

#### **Role specific**

1. Substantial experience working in food industry development and innovation with demonstrated ability to engage with key stakeholders to deliver industry growth and expansion opportunities.
2. Experience in project management; including the ability to lead, raise the profile, manage, take the initiative, and deliver agreed outcomes within specified timeframes whilst meeting reporting requirements.

### **Core capabilities**

3. Build effective relationships: Highly developed communication skills including negotiation skills and the ability to develop and maintain productive working relationships.
4. Challenge for innovation: Demonstrated ability to develop and deliver innovative and responsive improvements which underpin the Department's strategic objectives.
5. Think strategically: Ability to think strategically, research and analyse issues and apply innovative solutions to complex problems.
6. Deliver in a changing environment: Highly developed organisational skills with the ability to manage competing deadlines, drive continuous improvements and effectively manage change.
7. Lead and empower others: Highly developed management skills with the ability to negotiate with, motivate and influence people.

### **Desirable criteria**

1. Possession of, or progression towards a relevant tertiary qualification.

### **Special requirements/equipment**

- Interstate travel may be required.
- 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**

Signature: 

Date: 8 / 7 / 19

Position title: Deputy Director General, Industry and Economic Development