



## Job Description Form (JDF)

### Position details

Position title:	Senior Technical Officer (Agriculture)
Position number:	Generic
Classification:	Level 4
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Primary Industries Development
Directorate:	Various
Branch:	Various

### Reporting relationships

Reports to:	Various
	<b>This position</b>
Direct reports:	Various

### 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 and surveillance.

### 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:

### Research and Development

- Provides technical support to scientists in the field and laboratory 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 surveillance 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.

### Inspection

- Oversees and resolves problems with survey, sampling and analytical tasks.
- Resolves problems with recording, tabulating, and checking research and surveillance data.

### 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 surveillance matters and, resolves problems regarding the customer enquiry process.
- Resolves customer grievances on a range of specialised technical and matters according to policy and procedure, and processes exceptional cases through to resolution.

### **General**

- Supervises and trains Technical Officers and casual staff 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 agriculture (practices), research techniques and methods

##### **Core capabilities**

2. *Build effective relationships:* Well developed communication and interpersonal skills with proven ability to maintain effective relationships with a range of people in various contexts to achieve positive outcomes; the ability to document processes and results and prepare reports.
3. *Challenge for innovation:* Proven ability to plan and coordinate 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:* Well developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines.
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.
- Undertakes fieldwork away from the base location for extensive periods and works outside normal hours to complete, as required.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- 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.
- 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**

Endorsed by: Carl Binning  
Position title: Deputy Director General, Primary Industries and Regional Development  
Endorsement Date: 1 August 2020