



Job Description Form (JDF)

Position details

Position title:	Technical Officer (Agriculture)
Position number:	Generic
Classification:	Level 3
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Primary Industries Development
Directorate:	Various
Branch:	Various

Reporting relationships

Reports to:	Various
	This position
Direct reports:	Various

Role summary

Under general direction provides high level technical support across a range of technical areas, to projects, operations and senior officers in the areas of field or laboratory research. Oversees junior staff undertaking technical activities.

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 field, glasshouse and laboratory experiments by carrying out experimental, survey, sampling and analytical tasks.
- Records, tabulates, and checks research and surveys.
- Follows procedures, prepares non-routine samples for non-routine laboratory quality testing.
- Assists with the collation, analysis and preparation of non-routine research and survey reports.
- Undertakes maintenance of laboratory and experimental equipment used in research projects.
- Operates and maintains agricultural machinery and assists maintenance of experimental equipment.

Communication and Liaison

- Maintains and develops networks with staff across DPIRD and is developing relationships with stakeholders, community and industry groups.
- Supports communication and industry development activities by presenting on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.

- Attends to customer enquiries on a range of specialised technical inspection matters.
- Resolves customer grievances on a range of specialised technical and inspection matters according to policy and procedure, and escalates exceptional cases.

General

- Assists with the supervision and training of 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.
- Participates in the implementation and evaluation of procedures and operations.
- Works 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. Demonstrated knowledge and expertise in the use of agricultural practices, research techniques and methods.

Core capabilities

2. *Build effective relationships:* Good written, verbal and interpersonal communication skills, including the ability to confidently liaise and collaborate with departmental, industry and community stakeholders and the ability to document processes and results and prepare reports.
3. *Challenge for innovation:* Ability to contribute to the development and management of plans and projects and meet deadlines.
4. *Think strategically:* Ability to apply effective conceptual, analytical and problem solving skills to resolve identified issues.
5. *Deliver in a changing environment:* Demonstrated initiative and sound organisational skills including the ability to identify priorities and deliver outcomes.
6. *Lead and empower others:* Proven ability to work autonomously and in a team environment.

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), or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).
- A current and valid Western Australian "C" class (car) drivers' license or equivalent 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 Development
Endorsement Date: 1 August 2020