



## Job Description Form (JDF)

### Position details

Position title:	Technical Assistant (Agriculture)
Position number:	Generic
Classification:	Level 1
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Primary Industries and Regional Development
Directorate:	Various
Branch:	Various

### Reporting relationships

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

### Role summary

Under direct supervision provides routine and general assistance to senior officers in the areas of extension, inspection and research. Undertakes a range of simple and routine laboratory, field and site work using established procedures and/or techniques.

### 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

- Assists with experimental, survey, sampling and analytical tasks.
- Assists with the recording, tabulating, and checking of routine research and surveys.
- Under supervision, assists with preparation of samples for laboratory quality testing.
- Under supervision, collects data for inclusion in research reports.
- Assists with the routine maintenance of laboratory and experimental equipment used in research projects.
- Under supervision, operates agricultural machinery and assisting with the maintenance of experimental equipment.

### Communication and Liaison

- Develops networks with officers in own project/operation/location.
- Attends to customer enquiries on routine technical and inspection enquiries under the guidance of more senior staff.
- Assists in the arrangement of meetings, field days and demonstrations as required.

## General

- Be involved in the implementation and evaluation of procedures and operations.
- Under supervision, 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. Some knowledge of agricultural practices and research techniques.

#### Core capabilities

2. *Build effective relationships*: Effective verbal, written and interpersonal communication skills with the ability to document processes and record data.
3. *Challenge for innovation*: Ability to suggest practical solutions to problems.
4. *Think strategically*: Ability to use, record and store information and knowledge effectively to complete set tasks.
5. *Deliver in a changing environment*: Ability to prioritise, organise and complete tasks within deadlines.
6. *Lead and empower others*: Ability to participate in work groups to achieve positive outcomes.

### Desirable criteria

1. Diploma in a relevant discipline or some relevant practical experience

## Special requirements/equipment

- Completion of Year 10 or equivalent education.
- 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 and Regional Development

Endorsement Date: 8 July 2019