



Job Description Form (JDF)

Position details

Position title:	Development Officer
Position number:	Generic
Classification:	Specified Callings Level 1
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: Nil

Role summary

Under the immediate guidance of senior staff, carries out assigned extension and industry development. Contributes to the economic development of the agri-food industry with a focus on export led growth. The work generally impacts at the enterprise level or equivalent. May participate in scientific research and investigational work.

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:

Advisory and Communication

- Maintains effective working relationships with stakeholders, agri industry groups, farmers, other agricultural research and development organisations and agribusinesses.
- Assists in enhancing the international competitiveness of agricultural industries by impacting individual enterprises to meet the standards for safety and quality of food and fibre products.
- Applies scientific knowledge in land use planning and integrated farming system analysis as required.
- Under guidance, promotes technology and systems, and prepares and disseminates the results of research by mass media including reports, articles, broadcasts and field days so that findings may assist farmers, department officers and the wider scientific community.
- Assists with the monitoring and reporting of policy, market, technological and organisational changes affecting the profitability and sustainability of agricultural industries.
- Assists in the development and application of economic and farm business management methodologies to assist senior officers in project planning.
- Supports industry development and market intelligence through close contact with farmer groups, extension specialists, private consultants, marketers and end users.

- Assists in developing new initiatives and prepares project proposals to relevant funding bodies, as appropriate.
- Applies decision support systems and models to assist in conducting analysis and evaluation of systems and processes.

Research

- Assists with research to improve sustainable agricultural production.
- Assists with designing and conducting laboratory and/or field experiments.
- Under supervision, collects, tabulates, analyses and interprets experimental data.
- Assists with economic analyses to improve policies, technologies and market opportunities to identify profitable opportunities for technical change, policy and industry structural change.
- Maintains an up to date knowledge and awareness of research, findings, issues and trends relevant to area of expertise.
- Under guidance, completes progress reports to meet project specifications.
- Under guidance, reviews and publishes relevant technical publications.

General

- Contributes to the preparation of project reports.
- Reports on own activities as required and general correspondence.
- Maintains budgeting processes as directed and assists with managing expenditure.
- Supervises technical and support staff as required.
- Cooperates and collaborates with staff from other organisations.
- Participates in section/project planning processes.
- Carries out duties under relevant State and Commonwealth Acts.
- Applies risk management to all business processes.
- Undertakes emergency response duties as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Knowledge of agri-food industry sustainable production systems and basic principles of extension and industry development.

Core capabilities

2. *Build effective relationships:* Well-developed written and verbal communication and interpersonal skills, including the ability to relate to people from a wide and varied range of backgrounds, both internal and external to the organisation.
3. *Challenge for innovation:* Ability to contribute to the development of plans and projects and able to use initiative to deliver improvements to outputs/outcomes.
4. *Think strategically:* Ability to apply good conceptual, analytical and problem skills to resolve identified issues

5. *Deliver in a changing environment:* Ability to organise and prioritise work and complete tasks within deadlines as priorities change.
6. *Lead and empower others:* Proven ability to work autonomously and in a team environment.

Desirable criteria

1. Honours Degree in Agricultural Science or an approved equivalent.

Special requirements/equipment

- Bachelor degree in Agricultural Science, Science or an approved equivalent.
- 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).
- 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 Development
Endorsement Date: 14 February 2022