



## Job Description Form (JDF)

### Position details

Position title:	Development Officer
Position number:	Generic
Classification:	Specified Callings Level 2
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 guidance and utilising independent judgement, conducts 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. Contributes to scientific research and investigational work as part of a team.

### 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 and promotes effective working relationships with stakeholders, agri industry groups, farmers, other agricultural research and development organisations and agribusinesses.
- Enhances 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, integrated farming system analysis and industry development as required.
- 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, agribusiness, department officers and the wider scientific community.
- Participates in monitoring and reporting of policy, market, technological and organisational changes affecting the profitability and sustainability of agricultural industries.
- Participates in the development and application of economic and farm business management methodologies to assist senior officers in project planning.
- Promotes industry development and market intelligence through close contact with farmer groups, extension specialists, private consultants, marketers and end users.

- Supports the development of new initiatives and prepares project proposals to relevant funding bodies, as appropriate.
- Utilises decision support systems and models to assist in conducting analysis and evaluation of systems and processes.

## Research

- Conducts research to improve sustainable agricultural production.
- Designs and conducts laboratory and/or field experiments.
- Collects, tabulates, analyses and interprets experimental data.
- Conducts economic analyses to improve policies, technologies and market opportunities to identify profitable opportunities for technical change, policy and industry structural change.
- Develops and maintains an up to date knowledge and awareness of research, findings, issues and trends relevant to area of expertise.
- Completes progress reports to meet project specifications.
- Reviews and publishes relevant technical publications, drafts press releases and writes reports of industry significance.
- Publishes work in relevant scientific journals attracting local acclaim.

## General

- Prepares project reports.
- Reports on own activities as required and general correspondence.
- Assists in the preparation and maintenance of budgeting processes as directed and assists with managing expenditure.
- Supervises technical and support staff as required.
- Cooperates and collaborates with staff from other organisations.
- Contributes to 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. Sound knowledge of agri-food industry sustainable production systems and proven practices of extension and industry development.

#### Core capabilities

2. *Build effective relationships:* Well-developed communication skills, both verbal and written, including the ability to consult, advise and convey information to stakeholders in order to achieve strategic outcomes.
3. *Challenge for innovation:* Ability to establish clear plans and timeframes, evaluate performance, identify the need for change, determine action and see tasks and projects through to completion.

4. *Think strategically:* Well-developed conceptual and analytical skills including the ability to provide practical solutions to challenging issues and problems.
5. *Deliver in a changing environment:* Well-developed project and time management and organisational skills including the ability to effectively contribute to the management of change.
6. *Lead and empower others:* Ability to lead teams and work collaboratively in a team environment contributing to the achievement of team goals.

### **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