



Job Description Form (JDF)

Position details

Position title:	Technical Officer
Position number:	Generic
Classification:	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:	Nil

Role summary

Under immediate or general direction, provides routine and general assistance to senior officers in the areas of field or laboratory 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

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

Communication and Liaison

- Maintains networks with officers in own project/operation/location and develops relationships across projects / operations/ locations.
- Supports communication and industry development activities by assisting with the presentation on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.
- Attends to customer enquiries on routine technical and inspection enquiries.

- Attends to customer grievances on routine technical and inspection enquiries according to policy and procedure, and escalates more complex matters.

General

- Assists with the supervision and training of Technical Assistant 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.
- Under direction, 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. Knowledge and experience in agricultural practices, research techniques and methods.

Core capabilities

2. *Build effective relationships:* Good written, verbal and interpersonal communication skills, including the ability to liaise internal stakeholders and the ability to document processes and prepare reports.
3. *Challenge for innovation:* Ability to contribute to the development of research plans and methods.
4. *Think strategically:* Ability to apply conceptual, analytical and problem solving skills to resolve identified issues.
5. *Deliver in a changing environment:* Ability to prioritise and complete tasks within deadlines.
6. *Lead and empower others:* Ability to work autonomously and in a team environment.

Desirable criteria

1. Bachelor degree in relevant discipline or equivalent experience.

Special requirements/equipment

- Certificate in a relevant discipline with some experience or a considerable level of 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 Policy 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: Eamonn McCabe

Position title: A/Deputy Director General, Industry and Economic Development

Endorsement Date: 8 July 2019