



## Job Description Form (JDF)

### Position details

Position title:	Development Officer
Position number:	70230197
Classification:	Specified Callings Level 3
Physical location:	To be confirmed
Award:	PSA 1992
Agreement:	PSCSAA 2022
Pillar:	Primary Industries Development
Directorate:	Livestock
Branch:	Northern Beef Development

### Reporting relationships

Reports to: Project Manager (70190885), Level 7

#### **This position**

Direct reports: 3

### Role summary

Under limited direction and demonstrating considerable initiative and 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 agri-food industry, industry sector level or equivalent. Delivers 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

- 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 working across the supply chain to meet the standards for safety and quality of food and fibre products.
- Provides scientific expertise in land use planning, integrated farming system analysis and industry development as required.
- Actively 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.
- Coordinates monitoring and reporting of policy, market, technological and organisational changes affecting the profitability and sustainability of agricultural industries.
- Coordinates the development and application of economic and farm business management methodologies to assist senior officers in project planning.

- Coordinates the promotion of industry development and market intelligence through close contact with farmer groups, extension specialists, private consultants, marketers and end users.
- Develops new initiatives and prepares project proposals to relevant funding bodies, as appropriate.
- Develops and utilises decision support systems and models to assist in conducting analysis and evaluation of systems and processes.

## **Research**

- Initiates and carries out research to improve sustainable agricultural production.
- Initiates, designs and conducts laboratory and/or field experiments.
- Collects, tabulates, analyses and interprets experimental data.
- Coordinates and 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, prepares press releases and, writes reports of industry significance.
- Publishes work in relevant scientific journals attracting state-wide, departmental or industry sector acclaim.

## **General**

- Provides project reports.
- Prepares and maintains budgets and manages expenditure.
- Supervises technical and support staff as required.
- Cooperates and collaborates with staff from other organisations.
- Major contributor 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. Well-developed knowledge of an agri-food sector sustainable production systems, and proven practices of extension and industry development.

## Core capabilities

2. *Build effective relationships*: Highly-developed verbal, written and interpersonal communication skills, including the ability to confidently liaise, collaborate with and communicate pertinent industry information to; departmental staff and industry participants and practitioners.
3. *Challenge for innovation*: Well-developed abilities 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 innovative solutions to complex and challenging issues and problems.
5. *Deliver in a changing environment*: Well-developed project, 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 proven ability to work collaboratively in a team environment contributing to the achievement of departmental level outcomes.

## Desirable criteria

1. Possession of, or progress towards a relevant postgraduate qualification.

## 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: Cecilia McConnell  
Position title: Deputy Director General, Primary Industries Development  
Endorsement Date: 8 May 2023