



## JOB DESCRIPTION: PROJECT OFFICER (POME)

### POSITION DETAILS

Position Title	Project Officer (Pome)
Classification Level	Level 3
Award Agreement	Public Service and Government Officers General Agreement (PSGOGA)
Physical Location:	DPIRD Manjimup Horticulture Research Institute Manjimup
Immediate Reporting/Accountability Line	Project Manager (Pome)
Direct Reports	None

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### SECTION 1 ACCOUNTABILITY LINES

The Project Officer (Pome) is -

- an employee of the Agricultural Produce Commission
- a member of the Public Sector;
- bound by the Codes and Ethical Standards of the Public Sector;
- bound by such additional Codes and Ethical Standards as applied by the Agricultural Produce Commission .

The Project Officer (Pome) works within the strategic direction outlined in the industry plan, line management of the Project Manager and Executive Manager (Pome).

### SECTION 2 ROLE SUMMARY

Under immediate guidance of senior staff and utilising independent judgement, the Project Officer (Pome) manages, delivers and facilitates projects which support FFS paying pome producers to achieve a profitable and sustainable industry. The Project Officer (Pome) works collaboratively with industry partners and stakeholders to deliver projects consistent with the industry's vision, mission and objectives under the pome fruit industry strategic plan.

The projects delivered by the Project Officer (Pome):

- contribute to research and development for the overall benefit of the industry in Western Australia,
- incorporate working with stakeholders to implement and facilitate state and national programs, field activity, extension activity and trials; and
- may relate to the industry biosecurity plan.

## **SECTION 3 KEY RESPONSIBILITIES**

### **Advisory and Communication**

- Maintains effective working relationships with stakeholders, industry groups, growers and other pome industry related research and development, including peer organisations and businesses
- Assists in enhancing the international competitiveness of the sector by impacting individual and collaborative industry enterprises to meet standards for safety and quality
- Applies scientific knowledge in land use planning, integrated system analysis and industry development as required
- Under guidance promotes technology and systems and prepares and disseminates the results of research by industry communication platforms including reports, articles, broadcasts and field days so that the findings may assist growers, agribusiness and the wider scientific community.
- Assists with monitoring and reporting of market, technological and organisational changes affecting the profitability and sustainability of the pome industry
- Assists with industry development and market intelligence through close contact with grower groups, extension specialists, provide consultants, markets and end users.
- Assists with 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**

- Assists with research to improve sustainable pome production
- Assists with the design and conducts laboratory and/or infield 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 including press releases and articles for industry communications

### **General**

- Contributes to the preparation of project reports in general including organisation, facilitation and updates, milestones and final reporting.
- Reports on other activities (outside defined projects) as required and provide and engage in general correspondence working with parameters of the communication strategy of the organisation.
- Assists in the preparation and maintenance of budgeting processes as directed and assists with managing expenditure
- Cooperates and collaborates with other stakeholders and peer organisations
- Applies risk management to all business processes
- Undertakes emergency response duties as required
- Other duties as required

## **SECTION 4 MANDATORY/DESIRABLE CRITERIA**

### **Essential Criteria**

- Sound knowledge of agri-food industry sustainable production systems and proven practices of extension and industry development.

### **Core Capabilities**

- Build effective relationships with well-developed communication skills, both verbal and written including the ability to consult, advise and convey information to stakeholders to achieve strategic outcomes
- Challenge for innovation: ability to contribute to the development of plans and projects from initiation through to completion.
- Think strategically: Ability to apply good conceptual and analytical skills including the ability to provide practical solutions to identified problems.
- Deliver in a changing environment: Ability to organise and prioritise work and complete tasks within deadlines.
- Lead and empower others: Ability to work autonomously and work collaboratively in a team environment contributing to the achievement of team goals.

### **Desirable Criteria**

- Tertiary qualification in Agricultural Science or an equivalent

### **Special Requirements**

- Intrastate, interstate and/or international travel may be required.
- 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.

## **SECTION 5 CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Chief Executive Officer: Catherine O'Keeffe

A handwritten signature in black ink that reads "C O'Keeffe". The signature is written in a cursive, flowing style with a large initial 'C'.

Date: 3 October 2023