

Job Description Form (JDF)

Position details

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| Position title: | Technical Assistant (Agriculture) |
| Position number: | Generic |
| Classification: | Level 1 |
| Physical location: | Northam, Esperance or Merredin |
| Award: | PSA 1992 |
| Agreement: | PSCSAA 2022 |
| Pillar: | Primary Industries Development |
| Directorate: | Grains |
| Branch: | Soil Science and Crop Nutrition |

Reporting relationships

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|-----------------|--|
| Reports to: | Principal Research Scientist (70190419), Specified Calling Level 4 |
| | This position |
| Direct reports: | Nil |

Role summary

Under direct supervision provides routine and general assistance to senior officers in the areas of extension, inspection and research. Undertakes a range of simple and routine laboratory, field and site work using established procedures and/or techniques.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

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:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Research and Development

- Assists with experimental, survey, sampling and analytical tasks.
- Assists with the recording, tabulating, and checking of routine research and surveys.
- Under supervision, assists with preparation of samples for laboratory quality testing.
- Under supervision, collects data for inclusion in research reports.
- Assists with the routine maintenance of laboratory and experimental equipment used in research projects.
- Under supervision, operates agricultural machinery and assisting with the maintenance of experimental equipment.

Communication and Liaison

- Develops networks with officers in own project/operation/location.

- Attends to customer enquiries on routine technical and inspection enquiries under the guidance of more senior staff.
- Assists in the arrangement of meetings, field days and demonstrations as required.

General

- Be involved in in the implementation and evaluation of procedures and operations.
- Under supervision, 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. Some knowledge of agricultural practices and research techniques.

Core capabilities

2. *Build effective relationships*: Effective verbal, written and interpersonal communication skills with the ability to document processes and record data.
3. *Challenge for innovation*: Ability to suggest practical solutions to problems.
4. *Think strategically*: Ability to use, record and store information and knowledge effectively to complete set tasks.
5. *Deliver in a changing environment*: Ability to prioritise, organise and complete tasks within deadlines.
6. *Lead and empower others*: Ability to participate in work groups to achieve positive outcomes.

Desirable criteria

1. Diploma in a relevant discipline or some relevant practical experience

Special requirements/equipment

- Completion of Year 10 or equivalent education.
- 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).

- Current Western Australian C or C-A class drivers' licence or equivalent (if not currently held must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

Certification

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

Delegated authority

Position title: Deputy Director General Primary Industries Development
Endorsement Date: 27 November 2024