

Job Description Form (JDF)

Position details

Position title:	Technical Officer (Agriculture)
Position number:	Generic
Classification:	Level 2
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

Reports to:	Principal Research Scientist (70190419), Specified Calling Level 4
	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 and surveillance. 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

- Provides assistance in field 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 surveillance data.
- Undertakes routine maintenance of laboratory and experimental equipment used in research and surveillance projects.
- Operates and maintains agricultural machinery and assists with the maintenance of experimental equipment.

Inspection

- Conducts routine survey, sampling and analytical tasks.
- Records, tabulates, and checks routine research and surveillance data.

Communication and Liaison

- Maintains networks with staff in own project/operation/location and develops relationships across projects/operations/locations.
- Supports communication and industry development activities by assisting presentations on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.
- Attends to customer enquiries on routine technical and surveillance enquiries.
- Attends to customer grievances on routine technical enquiries according to policy and procedure and escalates more complex matters.

General

- Assists with the supervision and training of Technical Assistants and casual staff as required.
- Assists in the preparation of cost estimates for different components of the research, diagnostic, surveillance 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 agriculture practices, research techniques and methods.

Core capabilities

2. Build effective relationships: Demonstrated sound written, verbal and interpersonal communication skills, including the ability to liaise with internal stakeholders and the ability to document processes and prepare reports.
3. Challenge for innovation: Ability to contribute to the development of plans and methods and innovative solutions to problems.
4. Think strategically: Ability to apply conceptual, analytical and problem solving skills to resolve identified issues.

5. Deliver in a changing environment: Demonstrated time management skills including the ability to prioritise work and meet deadlines within agreed timeframes.
6. Lead and empower others: Ability to work collaboratively within a team environment to achieve stated goals.

Desirable criteria

1. Diploma in a relevant discipline or equivalent experience

Special requirements/equipment

- Certificate in a relevant discipline with some experience or a considerable level of relevant experience.
- Undertaking fieldwork away from the base location for extended periods and working outside normal hours to complete tasks, as required.
- A current and valid Western Australian C (car) class driver's licence, 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), or equivalent may be required for identified positions (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.
- 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).
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- 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