

Job Description Form (JDF)

Position details

Position title:	Technical Officer (Agriculture)
Position number:	Generic
Classification:	Level 3
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 general direction provides high level technical support across a range of technical areas, to projects, operations and senior officers in the areas of field or laboratory research. Oversees junior staff undertaking technical activities.

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

Communication and Liaison

- Maintains and develops networks with staff across DPIRD and is developing relationships with stakeholders, community and industry groups.
- Supports communication and industry development activities by presenting on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.
- Attends to customer enquiries on a range of specialised technical inspection matters.
- Resolves customer grievances on a range of specialised technical and inspection matters according to policy and procedure, and escalates exceptional cases.

General

- Assists with the supervision and training of Technical Officers 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.
- 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. Demonstrated knowledge and expertise in the use of agricultural practices, research techniques and methods.

Core capabilities

2. *Build effective relationships:* Good written, verbal and interpersonal communication skills, including the ability to confidently liaise and collaborate with departmental, industry and community stakeholders and the ability to document processes and results and prepare reports.
3. *Challenge for innovation:* Ability to contribute to the development and management of plans and projects and meet deadlines.
4. *Think strategically:* Ability to apply effective conceptual, analytical and problem solving skills to resolve identified issues.
5. *Deliver in a changing environment:* Demonstrated initiative and sound organisational skills including the ability to identify priorities and deliver outcomes.
6. *Lead and empower others:* Proven ability to work autonomously and in a team environment.

Desirable criteria

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

Special requirements/equipment

- Diploma in a relevant discipline with relevant practical experience or substantial 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).
- 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