

## Job Description Form (JDF)

### Position details

Position title: Development Officer  
Position number: Generic  
Classification: Specified Calling Level 2  
Physical location: Various  
Award: PSA 1992  
Agreement: PSCSAA 2024  
Pillar: Primary Industries Development  
Directorate: Livestock

Commented [KD1]: Generic? Like the other SCL1 and SCL3 positions?

### Reporting relationships

Reports to: Senior Development Officer (TBA), Specified Calling level 3  
Direct reports: Nil

### Role summary

Under general guidance and utilising 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 enterprise level or equivalent. Contributes to scientific research and investigational work as part of a team.

### 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**.

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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, and innovative 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:

#### Advisory and Communication

- Maintains and 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 impacting individual enterprises to meet the standards for safety and quality of food and fibre products.
- Applies scientific knowledge in land use planning, integrated farming system analysis and industry development as required.

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- 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.
- Participates in monitoring and reporting of policy, market, technological and organisational changes affecting the profitability and sustainability of agricultural industries.
- Participates in the development and application of economic and farm business management methodologies to assist senior officers in project planning.
- Promotes industry development and market intelligence through close contact with farmer groups, extension specialists, private consultants, marketers and end users.
- Supports 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

- Conducts research to improve sustainable agricultural production.
- Designs and conducts laboratory and/or field experiments.
- Collects, tabulates, analyses and interprets experimental data.
- 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, drafts press releases and writes reports of industry significance.
- Publishes work in relevant scientific journals attracting local acclaim.

### General

- Prepares project reports.
- Reports on own activities as required and general correspondence.
- Assists in the preparation and maintenance of budgeting processes as directed and assists with managing expenditure.
- Supervises technical and support staff as required.
- Cooperates and collaborates with staff from other organisations.
- Contributes 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. Sound knowledge of agri-food industry sustainable production systems and proven practices of extension and industry development.

#### Core capabilities

1. *Build effective relationships*: Well-developed communication skills, both verbal and written, including the ability to consult, advise and convey information to stakeholders in order to achieve strategic outcomes.
2. *Challenge for innovation*: Ability to establish clear plans and timeframes, evaluate performance, identify the need for change, determine action and see tasks and projects through to completion.
3. *Think strategically*: Well-developed conceptual and analytical skills including the ability to provide practical solutions to challenging issues and problems.
4. *Deliver in a changing environment*: Well-developed project and time management and organisational skills including the ability to effectively contribute to the management of change.
5. *Lead and empower others*: Ability to lead teams and work collaboratively in a team environment contributing to the achievement of team goals.

### Special requirements/equipment

- Bachelor's degree in Agricultural Science, Science or an approved equivalent.
- A current and valid Western Australian "C" class (car) drivers' 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) 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.
- 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.
- The contract of employment specifies terms and conditions relating to this position.

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### Certification

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

### Delegated authority

Position title: Director, Primary Industries Development  
Endorsement Date: 14 May 2025