

Role Description

General information

Title:	Seed Certification Officer			Classification:	OPS3
Division:	SARDI	Branch:	SARDI Research Support		Business Unit: Seed Services Australia
Type of appointment:	Term Contract	Hours of duty:	37.5 hours per week	Location :	Naracoorte

About us

South Australia is internationally recognised for the quality of its agriculture, food and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

Seed Services Australia (SSA) is a fully funded commercial unit within Industry and Regional Development, providing analytical and seed identity quality assurance services to the Australian seed industry. SSA supports clients across South Australia, Victoria, New South Wales, Queensland and Tasmania, helping them meet domestic and international standards for the sale of sowing seed. Its customers include seed growers, processors, companies and domestic and export marketers. Seed Certification is a major business activity, with SSA inspecting around 20,000 hectares of seed crops each year. Field inspectors—both internal and contracted—operate across regional South Australia, western Victoria, southern New South Wales and Tasmania.

The Seed Certification Officer reports to the Quality Manager and coordinates crop inspections for SSA Seed Certification, SureSeed and Lucerne Crop Pathology programs across southeast South Australia and western Victoria. Key responsibilities include verifying grower applications, confirming crop locations, scheduling inspections at the correct growth stage and managing the field inspection team to ensure timely completion and reporting. The role also oversees SSA's Seed Processor audit program in the region, audits internal and external Authorised Inspectors and manages the SSA Post Control scheme to meet Australian Seed Authority (ASA) reporting requirements.

A critical part of the role is maintaining a safe work environment for inspection staff by ensuring equipment is serviced, staff training and licensing are current, Standard Operating Procedures are updated and all safety-related records are properly maintained and accessible.

Key Accountabilities

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| <ul style="list-style-type: none"> • Apply technical expertise and documented technical standards to make sound technical decisions in the conduct of the seed certification and related seed identity assurance schemes. • Provide technical advice to stakeholders and clients as required. • Maintain documentation required to operate the certification inspection program in the southeast of South Australia and western Victoria. • Contribute to the development of new documentation when required and update existing documentation as required to maintain the certification inspection scheme. • Provide training and reviewing the trained personnel in regard to field inspections as required by the seed certification standards. • Coordinate the delivery of the inspection program(s) in the southeast of South Australia | <ul style="list-style-type: none"> • Conduct audits of Processors, Seed Samplers and Field Inspectors as per the Australian seed authority requirements or compliance as directed by the Quality Manager. • Maintain a close working relationship with regional stakeholders and promotes and represents Seed Services Australia at important industry and regional events. • Contribute when required to assist the Manager Seed Services in regard to financial planning and general workforce planning. • Facilitate a safe working environment for southeast SSA staff by ensuring that equipment is maintained, training and licensing of staff is current, Standard Operating Procedures are regularly updated and records pertaining to such matters are maintained and accessible. |
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and western Victoria.

Key Deliverables / Results

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| <ul style="list-style-type: none"> • Ensure that the inspections in the southeast of South Australia are conducted at the correct time for that species and in the most cost-effective process possible by conducting them personally or coordinating authorised inspectors when required. • Conduct the auditing of authorised inspector crops as advised by SSA Adelaide and provide reports as requested. • Assist the certification section to develop appropriate SOPs. • Assist in the preparation for the NATA audit when required. • Deliver field inspector training and seed lot sampling training courses as required on a fee for service basis. | <ul style="list-style-type: none"> • Conduct authorised seed processors audits as required but SSA Adelaide and provide reports to SSA and the seed processor following the audit. • Ensure systems are implemented to maintain the technical assets and equipment of the seed certification section to the required standards. • Operate astutely in a highly competitive commercial environment, in particular by assisting clients to understand and meet the various applicable standards for producing certified seed. |
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Relationships

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| <ul style="list-style-type: none"> • Reports to the Quality Manager, Seed Services • Closely liaises with local field inspection staff. • Maintains open and regular communication with relevant OHS&W personnel. • Maintains strong working relationships with authorised field inspection services and contract crop inspectors. | <ul style="list-style-type: none"> • Maintains close working relationships with other Seed Services and SARDI staff to provide technical expertise when required. • Maintains close communication with key customers of the business including seed growers, seed processing and marketing companies; export traders and domestic seed merchants. |
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Requirements

- Possession of a current 'CR' driver's license (car and motorcycle) and a willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.

Qualifications

- Desirable:
- A certificate or practical experience in plant identification or other relevant experience.
 - Demonstrated understanding of the principles of seed certification;
 - Experience in working within a team effectively;
 - Experience in customer service.
- Other requirements:
- The incumbent will be required to participate in the internal and external training programs.

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Capabilities

Capability	Behaviours
Professional & Technical Knowledge Demonstrates expert knowledge of seed certification and seed-related quality assurance systems.	• Demonstrates high levels of knowledge of seed certification, quality assurance crop inspection, seed sampling systems, and the associated accreditation requirements for these activities. • Understands the structure of the Australian seed industry and the key customer sectors. • Is recognised as a highly knowledgeable, skilled and experienced seed certification officer and is regularly required to provide technical advice to the Quality Manager and regional customers. • Is able to readily and accurately identify an extensive range of crop and weed plants in the field at various growth stages down to sub-species and varietal level.
Achievement Orientation Sets and communicates expectations, goals and deadlines effectively; encourages and builds a collective capacity for delivering excellent outcomes within deadlines; tenaciously pursues own 'stretch' goals.	• Acts confidently and decisively to ensure operational outcomes are achieved by the seed certification team. • Demonstrates personal energy, passion, dynamism and enthusiasm for programs and projects. • Is detail focused.
Communication Practices and consistently models highly developed communication skills adapting style to audience and situation; even in the most difficult situations.	• Quickly adapts language and style to suit the needs of the audience and situation to achieve desired results. • Remains objective in turbulent and emotionally charged situations. • Skillfully handles any client concerns. • Always provides thorough detailed follow-up to client queries via methods that are timely and appropriate to the situation at hand. • Is an experienced and safe operator, not afraid to speak up through appropriate channels in order to address OHS&W.
Analytical Thinking Quickly and confidently weighs up information, identifies pertinent issues and assesses the broader implications of conclusions.	• Analyses and interprets information to identify key issues and assess broad impact. • Analyses and explains complex information to others in a meaningful and clear manner. • Makes an analysis of information from a number of different levels or sources. • Is proficient in using local knowledge and seasonal conditions together with computer mapping tools to efficiently plan inspection tasks and develop work programs effectively utilising all team members. • Can readily adjust and re-organise tasks, as client needs change throughout the fieldwork season.

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HRMS No:		ANZCO Code:		Objective ID:	
Delegate Approval:				Date:	
Approved and Classified by People and Culture:	Principal HR Business Partner, SARDI				

