

**-DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
Group:	Schools	Effective Date of Document 22 January 2018
Region:	Goldfields Education Region	
School:	Esperance Senior High School	

THIS POSITION

Title: Farm Supervisor

Classification: Level 5

Position No: 00013182

Positions under direct responsibility:

Title:	Classification:	Position No:	Number of FTEs Controlled:
Senior Technical Officer Agricultural Instruction	Level 3	00033600	
Technical Officer Agricultural Instruction	Level 2	00017338	
Technical Officer	Level 1	00000648	

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 000006432

TITLE: Program Coordinator Agriculture
LEVEL: School Administrator Level 3
POSITION NUMBER: 00026173

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Farm Supervisor	Level 5	00013182	22 January 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about Esperance Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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Farm Supervisor	Level 5	00013182	22 January 2018

ROLE

The Farm Supervisor:

- manages a large school farm
- develops and implements the farm's development plans
- in conjunction with the Principal and Agricultural Advisory Committee, develops, implements, evaluates and reviews farm policies, plans and strategies and provides specialist agricultural and economic management advice
- researches latest trends in agricultural production and marketing strategies
- ensures farm enterprises, vehicles, machinery and buildings are managed on commercial principles
- manages human resources, including induction and performance management of staff
- manages financial resources, including budget preparation and monitoring
- maintains records of farm-related information to ensure accurate reports, estimates and statistics are prepared
- assists with the development and organisation of an effective agricultural education and training program to meet School Curriculum and Standards Authority, Training Package and Australian Qualification Training Framework (AQTF) requirements
- designs, prepares, delivers and assesses agricultural education programs
- maintains accurate student records
- ensures best practice approach to safety and health to meet the statutory requirements relating to Occupational Safety and Health
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Agricultural activities on the farm are maintained in accordance with school policy and planning guidelines.
2. Policies, farm development plans and strategies are developed, implemented, monitored and reviewed to ensure the effective management and commercial viability of the school.
3. Opportunities to improve the educational and commercial outcomes of the farm, including possible partnering arrangements, are identified, developed and where approved, implemented.
4. Farm budgets are developed and monitored to ensure compliance with the Department's reporting policies and procedures and with the Financial Management Act 2006 and Treasurer's Instructions.
5. Education and training programs, and student activities on the farm are coordinated and supervised effectively.
6. Education and training programs are designed, prepared, organised and delivered by Technical Officers - Agricultural Instruction to meet School Curriculum and Standards Authority, Training Package and AQTF requirements and students are assessed using appropriate assessment strategies and tools.
7. Staff are appropriately managed and performance management practices are in place to identify specific training needs to ensure the delivery of education and training to students and the effective functioning of the farm.
8. Operational advice and support is communicated to promote awareness of occupational safety and health matters and adherence to the responsibilities associated with Occupational Health and Safety requirements.
9. Accrued leave of staff is managed effectively.
10. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge, experience and competency to manage an agricultural enterprise/farm.
(Relevant to the requirements of the School)
2. Demonstrated knowledge and understanding of AQTF requirements and the ability to deliver and assess effective training programs in agriculture and related areas.
3. Demonstrated skills and experience in financial accountability, including budget preparation, monitoring and reporting.
4. Demonstrated ability to prepare, implement and manage business plans and to provide comprehensive reports.

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5. Demonstrated sound written, oral and interpersonal communication skills, and ability to provide leadership, establish and maintain effective working relationships within a team environment.
6. Demonstrated leadership ability, including supervising and developing staff and in adhering to occupational safety and health requirements in an agricultural setting.

ELIGIBILITY

Employees will be required to:

- hold an appropriate post-secondary qualification in management, agriculture or other relevant area;
- hold a Certificate IV in Training and Assessment or equivalent, or commit to complete the Certificate within 12 months of commencement;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- reside on site or negotiate accommodation arrangements at the local level.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 22 January 2018
TRIM REF # D18/0019110