

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

<p align="center"><b>Public Sector Management Act 1994</b></p>	<p align="center"><b>Salaries/Agreement/Award</b> Government Officers Salaries, Allowances and Conditions Award 1989; Public Service and Government Officers General Agreement 2014 or as replaced</p>	
<p><b>Group:</b></p>	<p><b>Schools</b></p>	<p align="center"><b>Effective Date of Document</b> 25 August 2017</p>
<p><b>Region:</b></p>	<p><b>Education Regions</b></p>	
<p><b>School:</b></p>	<p><b>Schools</b></p>	

<p align="center"><b>THIS POSITION</b></p>	
<p><b>Title:</b></p>	<p><b>Technical Officer – Agricultural Instruction</b></p>
<p><b>Classification:</b></p>	<p><b>Level 1</b></p>
<p><b>Position No:</b></p>	<p><b>Generic</b></p>
<p><b>Positions under direct responsibility: Nil</b></p>	

<p align="center"><b>REPORTING RELATIONSHIPS</b></p>							
<p><b>TITLE:</b></p>	<p>Principal</p>						
<p><b>LEVEL:</b></p>	<p>Various</p>						
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>						
<p><b>TITLE:</b></p>	<p>Farm Coordinator / Farm Supervisor/ Farm Manager</p>						
<p><b>LEVEL:</b></p>	<p>4/5/6</p>						
<p><b>POSITION NUMBER:</b></p>	<p>Various</p>						
<p><b>This position and the positions of:</b></p> <table border="0" data-bbox="97 1473 1498 1541"> <thead> <tr> <th data-bbox="97 1473 868 1507">Title</th> <th data-bbox="868 1473 1150 1507">Level</th> <th data-bbox="1150 1473 1498 1507">Position Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 1507 868 1541">Various</td> <td></td> <td></td> </tr> </tbody> </table>		Title	Level	Position Number	Various		
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<b>TITLE</b> Technical Officer – Agricultural Instruction	<b>CLASSIFICATION</b> Level 1	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 25 August 2017
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## 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 the particular school or college in which the vacancy is being advertised 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.

TITLE Technical Officer – Agricultural Instruction	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 25 August 2017
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## ROLE

The Technical Officer – Agricultural Instruction:

- is directly involved in day-to-day operation of the farm enterprises and the implementation of the farm development plan
- maintains enterprises on the farm which may include livestock management, cropping, horticulture, mechanics and building maintenance
- assists in the preparation and delivery of agricultural education and training programs
- assists with the instruction and supervision of groups of students in a workplace environment
- prepares and delivers skill demonstrations
- delivers agricultural training under supervision and assists in the assessment of skills in accordance with the School Curriculum and Standards Authority, and if applicable, the National Standards for Registered Training Organisations requirements
- motivates and develops a positive work ethic in students, ensuring that college/school and Departmental policy is adhered to
- assists in the collection and maintenance of student performance data in accordance with the college/school assessment policy
- adheres to the Occupational Safety and Health Act requirements in their work area
- undertakes rostered weekend duties and supervises activities of students whilst on weekend duty
- assists students in preparing for competition and display at Agricultural Shows and Field Days
- carries out other duties, as specified by the Principal of Farm Manager/Supervisor/Coordinator.

## OUTCOMES

1. Farm enterprises are maintained in accordance with school policy and planning guidelines.
2. Assistance is provided in the preparation and delivery of education and training programs to meet School Curriculum and Standards Authority, and if applicable, the Standards for Registered Training Organisations requirements.
3. Assistance is provided in the assessment of students using appropriate assessment methods.
4. Records are maintained in accordance with School Curriculum and Standards Authority, and if applicable, the Standards for Registered Training Organisation requirements.
5. Occupational Safety and Health requirements are adhered to.
6. Other duties are carried out as specified by the Principal or Farm Manager/Supervisor/Coordinator.

<b>TITLE</b> Technical Officer – Agricultural Instruction	<b>CLASSIFICATION</b> Level 1	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 25 August 2017
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## **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 experience and competency in agricultural enterprises specific to the requirements of the college or school.
2. Demonstrated proficiency in written and oral communication skills with interpersonal skills appropriate for working with young people in an educational environment.
3. Demonstrated ability to provide education and training in practical farming and related areas.
4. Demonstrated ability to work effectively without close supervision as a member of a team.

## **ELIGIBILITY**

Employees will be required to:

- hold or obtain the TAESS00003 Enterprise Trainer and Assessor Skill Set within four months of commencing employment;
- hold or obtain the TAE 40110 Certificate IV in Training and Assessment, or relevant higher qualification within twelve months of commencing employment if delivering training recognised under the Australian Qualifications Framework;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current HR class vehicle driver's licence; and
- obtain or hold a current Working with Children Check.

## **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 25 August 2017**  
**TRIM REF # D17/0357889**