

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

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

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Technical Officer – Agricultural Instruction</b>
<b>Classification:</b>	<b>Level 2</b>
<b>Position No:</b>	<b>Generic</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Principal	
<b>LEVEL:</b>	Various	
<b>POSITION NUMBER:</b>	Various	
<b>TITLE:</b>	Farm Manager / Supervisor / Coordinator	
<b>LEVEL:</b>	4/5/6	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO</b>	<b>EFFECTIVE DATE</b>
Technical Officer – Agricultural Instruction	Level 2	Generic	25 August 2017

## **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 2	POSITION NO Generic	EFFECTIVE DATE 25 August 2017
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## ROLE

The Technical Officer – Agricultural Instruction:

- participates directly in the day-to-day operation of the farm enterprises and 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
- instructs and supervises groups of students in a workplace environment
- prepares and delivers skill demonstrations
- delivers agricultural training and assessment in accordance with the School Curriculum and Standards Authority, and if applicable the National Standards for Registered Training Organisations requirements
- prepares delivery plans and assessment tools for agricultural training programs
- motivates and develops a positive work ethic in students, ensuring that college/school and Departmental policy is adhered to
- collects and maintains 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 the activities of students whilst on weekend duty
- assists students in preparing for competition and display at Agricultural Shows for Field Days
- performs others duties, as specified by the Principal or Farm Manager/Supervisor/Coordinator.

## OUTCOMES

1. Farm Enterprises are maintained in accordance with college/school policy and planning guidelines.
2. Education and Training programs are developed, prepared and delivered to meet School Curriculum and Standards Authority, and if applicable, the National Standards for Registered Training Organisations requirements.
3. Students are assessed using appropriate assessment methods. Records are maintained in accordance with School Curriculum and Standards Authority, and if applicable, the National Standards for Registered Training Organisations requirements.
4. Occupational Safety and Health requirements are adhered to.
5. 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 2	<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 as a member of a team.
5. Demonstrated ability to work effectively without close supervision.

## **ELIGIBILITY**

Employees will be required to:

- hold an AQF Level III Certificate in Agriculture or relevant equivalent qualification;
- hold the TAE 40110 Certificate IV in Training and Assessment, or a relevant higher qualification;
- obtain or hold a current HR class vehicle driver's licence;
- obtain or hold a current Department of Education Criminal Record Clearance prior to commencement of employment; 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 # D17/0357894**