

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

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

THIS POSITION	
Title:	Senior Technical Officer – Agricultural Instruction
Classification:	Level 3
Position No:	Generic
Positions under direct responsibility: Nil	

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

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Senior Technical Officer – Agricultural Instruction	Level 3	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.

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Senior Technical Officer – Agricultural Instruction	Level 3	Generic	25 August 2017

ROLE

The Senior Technical Officer - Agricultural Instruction:

- contributes to the operation of the farm and the implementation of the farm development plan
- is responsible for the operation of defined enterprises on the farm, which may include livestock management, cropping , mechanics and building maintenance
- designs, prepares and organises agricultural education and training programs, assessment tools and supporting materials as required
- instructs and supervises groups of students in a relevant workplace environment
- prepares and delivers skill demonstrations
- delivers and assesses agricultural training in accordance with the School Curriculum and Standards Authority, Training Package and the Standards for Registered Training Organisations requirements
- collects and maintains student performance data in accordance with college/school assessment policy, and assists in the compilation of student reports
- provides assistance and guidance to Technical Officers - Agricultural Instruction in the implementation of Training Packages and the development of delivery and assessment strategies and assessment tools
- provides mentoring and training to Technical Officers - Agricultural Instruction, as required
- adheres to the Occupational Health and Safety 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 other duties as specified by the Principal or Farm Manager/Supervisor/Coordinator.

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OUTCOMES

1. Farm sections are maintained in accordance with college/school policy and planning guidelines.
2. Education and training programs are designed, prepared, delivered and assessed to meet School Curriculum and Standards Authority, Training Package and Standards for Registered Training Organisations requirements.
3. Students are assessed using appropriate assessment strategies and tools and their performance is reported on in accordance with college/school assessment policy.
4. Technical Officers - Agricultural Instruction Levels 1 and 2 are provided with assistance and guidance in the implementation of Training Packages and the development of delivery and assessment strategies that meet the Standards for Registered Training Organisations requirements.
5. Technical Officers - Agricultural Instruction Levels 1 and 2 are provided with mentoring and training, as required.
6. Occupational Health and Safety requirements are adhered to.
7. Other duties are carried out as specified by the Principal or Farm Manager/Supervisor/Coordinator.

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 relevant to the requirements of the college/school.
2. Demonstrated sound written and oral communication skills with interpersonal skills appropriate for working with young people in an educational environment.
3. Demonstrated ability to deliver and assess effective training programs in Agriculture and related areas.
4. Demonstrated ability to design and prepare training programs, materials and assessment tools to a high standard.
5. Demonstrated ability to work as a member of a team.
6. Demonstrated ability to work effectively without close supervision.

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ELIGIBILITY

Employees will be required to:

- hold an appropriate AQF Level III Certificate in Agriculture or other relevant equivalent qualification;
- hold a 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 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 # D17/0357881