

# Technical Officer Agricultural Instruction Schools

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced
Classification	Level 2
Reports to	Farm Coordinator/ Farm Supervisor/ Farm Manager (Level 4/5/6)
Direct reports	Nil

# Context

Further context about the particular school or college in which the vacancy is being advertised is available on the <u>Department</u>'s website. Please visit <u>Schools Online</u> and enter the school or college name in the *Find a School* field.

### **Key responsibilities**

- participates directly in the daily operation of the farm enterprises and assists in the development and implementation of the farm plan
- maintains enterprises on the farm which may include livestock management, dairy, cropping, horticulture, landcare, mechanics and infrastructure maintenance
- contributes to budget planning associated with their enterprises when required and assists with administering the financial resources of the school/college in accordance with the farm budget
- prepares and delivers skill demonstrations
- prepares, delivers and assesses agricultural education and training programs in accordance with school/college delivery plans, the School Curriculum and Standards Authority and the Standards for Registered Training Organisations (RTO) 2015 or its successor
- motivates and develops a positive work ethic in students, ensuring that school/college and Departmental policy is adhered to
- collects and maintains student performance data in accordance with the school/college assessment policy and assists in the compilation of student reports
- adheres to the Occupational Safety and Health Act requirements in their work
- undertakes rostered weekend farm 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
- engages in a culture of professional performance improvement by providing mentoring and coaching to Technical Officers Agricultural Instruction (Level 1), where appropriate
- performs others duties, as specified by the Principal or Farm Manager/Supervisor/Coordinator.

# **Selection criteria**

- 1. Demonstrated experience and competency in operating agricultural enterprises specific to the requirements of the College or School.
- 2. Demonstrated good 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 education and training in agricultural enterprises.
- 4. Demonstrated experience in preparing training programs, materials and assessment tools.
- 5. Demonstrated ability to work effectively without close supervision and as a member of a team.

# **Eligibility and training requirements**

Employees will be required to:

- hold an AQF Level II Certificate in Agriculture or relevant equivalent qualification as required by the Standards for Registered Training Organisations 2015 or its successor;
- hold a Certificate IV in Training and Assessment or relevant higher qualification as required by the Standards for Registered Training Organisations 2015 or its successor;
- hold a current Western Australian C-Class driver's licence and obtain as soon as practicable<sup>1</sup> other Western Australian vehicle driver's licences appropriate to be able to operate the range of vehicles in operation at the site;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

### ENDORSED

Date20 March 2019ReferenceD19/0109282



<sup>&</sup>lt;sup>1</sup> refer to <u>Department of Transport's relevant licence eligibility requirements</u>