



## Technical Officer Agricultural Instruction Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> or as replaced
<b>Classification</b>	Level 1
<b>Reports to</b>	Farm Coordinator/ Farm Supervisor/ Farm Manager (Level 4/5/6)
<b>Direct reports</b>	Nil

### Context

Further context about the particular school or college in which the vacancy is being advertised is available on the [Department's](#) website. Please visit [Schools Online](#) and enter the school or college name in the *Find a School* field.

### Key responsibilities

- under direction, participates in the daily operation of the farm enterprises and assists with implementing the farm plan
- maintains enterprises on the farm which may include livestock management, dairy, cropping, horticulture, landcare, mechanics and infrastructure maintenance
- operates and maintains school/college equipment including monitoring and ordering consumable resources for their enterprises in accordance with the farm budget
- prepares and delivers skill demonstrations
- delivers agricultural training under supervision and assists in the assessment of skills 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, where required
- 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 RTO and college/school 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 activities of students whilst on weekend duty
- assists students in preparing for competition and display at Agricultural Shows and Field Days

- maintains a focus on continuous professional improvement of self and school/college services
- performs other duties, as specified by the Principal of Farm Manager/Supervisor/Coordinator.

### Selection criteria

1. Demonstrated experience and competency in supporting 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 provide a skill demonstration to others.
4. Demonstrated ability to work effectively without close supervision as a member of a team.

### Eligibility and training requirements

Employees will be required to:

- if required to train and assess, hold or obtain demonstrated vocational competencies in the training being delivered as specified by the Standards for Registered Training Organisations 2015 or its successor;
- if delivering and assessing training, hold or obtain within twelve months of commencing employment the Enterprise Trainer and Assessor Skills Set (or its successor) 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

Date            20 March 2019  
Reference      D19/0109285

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<sup>1</sup> refer to [Department of Transport's relevant licence eligibility requirements](#)