

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 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>WA Colleges of Agriculture</b>	

<b>THIS POSITION</b>			
<b>Title:</b>	<b>Assistant Farm Manager</b>		
<b>Classification:</b>	<b>Level 4</b>		
<b>Position No:</b>	<b>Generic</b>		
<b>Positions under direct responsibility:</b>			
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>
Senior Technical Officer – Agricultural Instruction	Level 3 (where applicable)	Various	
Technical Officer – Agricultural Instruction	Level 1/2 (where applicable)	Various	

<b>REPORTING RELATIONSHIPS</b>			
<b>TITLE:</b>	Principal		
<b>LEVEL:</b>	Various		
<b>POSITION NUMBER:</b>	Various		
<b>TITLE:</b>	Farm Manager		
<b>LEVEL:</b>	Level 6		
<b>POSITION NUMBER:</b>	Various		
<b>This position and the positions of:</b>			
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	
Various			

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Assistant Farm Manager	Level 4	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 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 college name in the *Find a School* field.

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO</b>	<b>EFFECTIVE DATE</b>
Assistant Farm Manager	Level 4	Generic	25 August 2017

## **ROLE**

The Assistant Farm Manager:

- assists in the management of the College farm
- assists in the development and implementation of the farm development plan, agricultural training programs and policies
- provides information and advice to the Principal, Farm Manager and Agricultural Advisory Committee
- organises procedures and processes to maintain primary industry enterprises, vehicles, machinery and buildings
- assists the Farm Manager in the development, implementation and review of the farm budget and maintains accurate databases and registers to monitor financial, human resource and student records
- undertakes the supervision of Technical Officers – Agricultural Instruction and assists in managing rosters including annual leave and commuted overtime
- identifies professional training needs for Technical Officers – Agricultural Instruction through providing performance management
- provides assistance in developing and coordinating educational and training programs, assessment tools and resources relevant to primary industry curriculum
- provides instructions and training to groups of students and utilises assessment strategies in accordance with the Australian Quality Training Framework (AQTF) requirements
- ensures best practice approach to safety and health to meet the statutory requirements relating to Occupational Safety and Health
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

TITLE Assistant Farm Manager	CLASSIFICATION Level 4	POSITION NO Generic	EFFECTIVE DATE 25 August 2017
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## OUTCOMES

1. Policies and procedures are developed and implemented to manage the College farm, including assistance in the development and implementation of the farm development plan and agricultural training program.
2. Financial and physical resources, including primary industry enterprises, vehicles, machinery and buildings, are maintained and managed to maximise student education and training outcomes.
3. Education and training programs are designed, prepared, organised and delivered to meet School Curriculum and Standards Authority, Training Package and AQTF requirements.
4. Groups of students are trained in a relevant workplace environment and assessed using the appropriate assessment strategies and tools in accordance with AQTF requirements.
5. Student performance data in accordance with College assessment policy is collected and recorded and used to assist in the compilation of student reports.
6. Technical Officers - Agricultural Instruction are effectively rostered and provided with adequate supervision and support including performance management and professional learning opportunities.
7. Operational advice and support is communicated to promote awareness of occupational safety and health matters, and understand the responsibilities associated with Occupational Health and Safety requirements.

## 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 knowledge, experience and competency within an agricultural enterprise. (*Relevant to the requirements of the College*)
2. Demonstrated ability to provide effective supervision, plan and organise work schedules.
3. Demonstrated financial management skills, including the ability to assist in the preparation, monitoring and reviewing of budgets and provide reports.
4. Demonstrated sound written, oral and interpersonal communication skills, including the ability to establish and maintain effective working relationships with staff, students and industry personnel.
5. Demonstrated ability to design, deliver and assess effective training programs in agriculture and related areas.

<b>TITLE</b> Assistant Farm Manager	<b>CLASSIFICATION</b> Level 4	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 25 August 2017
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## **ELIGIBILITY**

Employees will be required to:

- hold an appropriate post-secondary qualification in management, agriculture or other relevant area;
- hold a Certificate IV in Training and Assessment or equivalent, or commit to complete the Certificate within 12 months of commencement;
- hold a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- share an on-call role (50-50) with the Farm Manager.

## **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 # D17/0357774**