



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 [Department's](#) website. Please visit [Schools Online](#) 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 practicable¹ 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 D19/0109282

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