



Job Description Farm Technical Officer Level 2

Position Number:	00036042	FTE:	1.0
Directorate:	Service Resource Management	Agreement/Award:	Public Service Award 1992
Branch:	Muresk Institute		Public Service and Government
Location:	Northam		Officers CSA General Agreement
Position Status:	Permanent		2021 or as replaced

Reporting Relationships

Reports to:

Farm Manager, Level 6

Other officers reporting to the above office:

No other direct reports

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Farm Technical Officer will assist the Farm Manager in the day to day operation of the Muresk Institute farm. This position will support the Farm Manager in coordinating the development and implementation of farm activities to support agricultural education and training programs.

Key Responsibilities

- Works closely with internal and external stakeholders, including training providers, government and industry to support education, training and research and development.
- Supports external users accessing the Muresk institute farm and supports the Institute to be utilised as a multi-tenanted, multi-user site.
- Assists the Farm Manager in implementing farm operations, including contractors, partner programs and research and Development.
- Participates in ensuring that all farm enterprises, vehicles, machinery and buildings are properly operated and maintained.
- Assists in supervising students involved in farm based education and training initiatives.
- Assists the Farm Manager with a wide range of general agricultural tasks such as operating machinery and equipment, assisting in the establishment and harvesting of crops, feeding, mustering, moving and husbandry of livestock.
- Applies basic mechanics and farm infrastructure maintenance.
- Ensures the maintenance of accurate records and registers
- Ensures best practice in interpreting and applying relevant and applicable policies, procedures and legislation across farm operations including safe work practices. The Farm Technical Officer will adhere to the Occupational Safety and Health Act requirements in their work area, and undertake rostered weekend duties as required.

Selection Criteria

Essential

- Demonstrated experience and competency in broadacre livestock and cropping enterprises and the ability to operate and assist with the maintenance of agricultural machinery.
- Demonstrated effective written and oral workplace communication abilities including record keeping appropriate to farming operations.
- Ability to work effectively as part of a team and with minimal supervision.
- Information Technology competence and systems knowledge.
- Demonstrated ability to apply relevant safety procedures and guidelines.

Other Requirements

1. May be required to work from any Department worksite.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Branch Director:

Name: Andrew Orford **Position:** A/General Manager Muresk Institute

Signature:  **Date:** 3 November 2022

Delegated Authority:

Name: Russell Brown **Position:** Executive Director, Service Resource Management

Signature:  **Date:** 3/11/22

HR USE ONLY

Date Registered on Content Manager: 4 November 2022

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