



Support Officer Agricultural Education

Position number	00041074
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Director, Agricultural Education
Direct reports	Nil

Context

The purpose of the Agricultural Education Directorate is to support the operations of agricultural education and residential programs and facilities across the State. This includes five Western Australian Colleges of Agriculture and a range of other public schools delivering Agricultural Education programs. Support encompasses policy development and advice, operational support, and systemic leadership.

The Directorate supports the Combined Agricultural Advisory Committee by preparing data and providing advice to enable allocation of funds generated by the Agricultural Education Farms Provisional Trust.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide operational support to ensure agricultural education programs, projects and initiatives are effectively planned, managed, coordinated and monitored.
- Gather, record and analyse agricultural education and residential program data to inform future planning and reporting on agricultural education programs.
- Provide proactive and timely advice and information to stakeholders on matters relating to agricultural education and residential programs, including changes to policy or legislation.
- Assist with the preparation of Ministerial responses, reports, briefings, submissions, correspondence and presentations pertaining to agricultural education and residential programs.
- Provide executive support to agricultural education related committees, consultative groups, forums and workshops, and initiate follow-up action/s when required.
- Administer budgets for the Directorate and the Agricultural Education Farm Provisions Trust.

- Liaise with internal and external stakeholders on agricultural education and residential program matters and contribute to the development of positive working relationships.
- Coordinate fleet vehicles and farm machinery and equipment for all agricultural sites, including arranging maintenance and repairs and procurement of leased and purchased machinery and equipment.
- Maintain and update Departmental Ikon websites relating to agricultural education.

Selection criteria

1. Demonstrated knowledge of agricultural education programs.
2. Demonstrated sound oral and written communication and interpersonal skills with the ability to liaise effectively with individuals, groups and organisations and prepare reports, briefings and correspondence.
3. Demonstrated sound conceptual and analytical skills, including the ability to prioritise tasks to meet deadlines.
4. Demonstrated budget and financial management skills, together with the ability to achieve objectives.
5. Demonstrated knowledge of assets and contract management policies for government organisations, including the acquisition and disposal process for government assets.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 23 December 2020
Reference D20/0670779