



Assistant Farm Manager

WA College of Agriculture

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Principal/ Farm Manager
Direct reports	Senior Technical Officer Agricultural Instruction/ Technical Officer Agricultural Instruction

Context

Further context about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

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

Key responsibilities

- Assist in the management of the College farm.
- Assist in the development and implementation of the farm development plan, agricultural training programs and policies.
- Provide information and advice to the Principal, Farm Manager and Agricultural Advisory Committee.
- Organise procedures and processes to maintain primary industry enterprises, vehicles, machinery and buildings.
- Assist the Farm Manager in the development, implementation and review of the farm budget and maintain accurate databases and registers to monitor financial, human resource and student records.
- Undertake the supervision of Technical Officers – Agricultural Instruction and assist in managing rosters including annual leave and commuted overtime.
- Identify professional training needs for Technical Officers – Agricultural Instruction through providing performance management.
- Provide assistance in developing and coordinating educational and training programs, assessment tools and resources relevant to primary industry curriculum.
- Provide instructions and training to groups of students and utilise assessment strategies in accordance with the Australian Quality Training Framework (AQTF) requirements.
- Ensure best practice approach to safety and health to meet the statutory requirements relating to Occupational Safety and Health.

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

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.

Eligibility and training requirements

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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- share an on-call role (50-50) with the Farm Manager
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 13 November 2023
Reference D23/1772201