

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 25 August 2017
Region:	Education Regions	
College:	WA Colleges of Agriculture	

THIS POSITION

Title: Farm Manager

Classification: Level 6

Position No: Generic

Positions under direct responsibility:

Title:	Classification:	Position No:
Assistant Farm Manager	Level 4 (where applicable)	
Assistant Farm Manager (Dairy)	Level 4 (where applicable)	
Senior Technical Officer – Agricultural Instruction	Level 3 (where applicable)	
Technical Officer – Agricultural Instruction	Level 1/2 (where applicable)	

REPORTING RELATIONSHIPS

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Farm Manager	Level 6	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.

TITLE Farm Manager	CLASSIFICATION Level 6	POSITION NO Generic	EFFECTIVE DATE 25 August 2017
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ROLE

The Farm Manager:

- manages a large college farm
- assists with the development of farm plans and manages implementation
- in conjunction with the Principal and Agricultural Advisory Committee, develops, implements, evaluates and reviews farm policies, plans and strategies and provides specialist agricultural and economic management advice
- researches latest trends in agricultural production and marketing strategies
- ensures farm enterprises, vehicles, machinery and buildings are managed on commercial principles
- manages human resources, including induction of staff
- 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
- manages substantial financial resources including budget preparation and monitoring
- ensures records of farm related information are maintained
- prepares reports, estimates and statistics as required
- assists with the development and organisation of an effective agricultural education and training program to meet School Curriculum and Standards Authority and National Training Package requirements
- designs, prepares, delivers and assesses agricultural education and training programs for in excess of 100 students actively engaged in farm operations over the full school year
- ensures accurate student performance records are maintained
- ensures best practice approach to safety and health to meet the statutory requirements relating to Occupational Safety and Health.

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OUTCOMES

1. Agricultural activities on the farm are maintained in accordance with school policy and planning guidelines.
2. Policies, farm development plans and strategies are developed, implemented, monitored and reviewed to ensure the effective management and commercial viability of the college farm.
3. Opportunities to improve the educational and commercial outcomes of the farm (including possible partnering arrangements) are identified, developed and where approved, implemented.
4. A substantial farm budget is developed and monitored to ensure compliance with the Departments reporting policies and procedures and with the Financial Management Act 2006 and Treasurer's Instructions.
5. Education and training programs and student activities on the farm are coordinated and supervised effectively.
6. Education and training programs are designed, prepared, organised and delivered by Technical Officers - Agricultural Instruction to in excess of 100 students to meet School Curriculum and Standards Authority and National Training Package requirements, and students are assessed using appropriate assessment strategies and tools.
7. Staff are appropriately managed and performance management practices are in place to identify specific training needs to ensure the delivery of education and training to students and the effective functioning of the farm.
8. Accrued leave of staff is managed effectively.
9. Operational advice and support is communicated to promote awareness of occupational safety and health matters and adherence to 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 significant experience and competency in the management of a large or multifaceted agricultural enterprise/farm. (*Relevant to the requirements of the college*)
2. Demonstrated knowledge and understanding of AQTF requirements of a Registered Training Organisation and the ability to deliver and assess effective training programs in agriculture and related areas.
3. Demonstrated experience in financial accountability including budget preparation, monitoring and reporting.
4. Demonstrated ability to prepare, implement and manage business plans and to provide comprehensive reports.
5. Demonstrated well developed written, oral and interpersonal communication skills, and ability to provide leadership, establish and maintain effective working relationships within a team environment.
6. Demonstrated leadership ability including supervising and developing staff and in adhering to occupational safety and health requirements in an agricultural setting.

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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 Assistant 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 # D17/0357842