



## Senior Technical Officer Agricultural Instruction Schools

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| <b>Position number</b> | Generic  |
| <b>Agreement</b>       | <a href="#">Public Service and Government Officers CSA General Agreement 2017</a> or as replaced |
| <b>Classification</b>  | Level 3  |
| <b>Reports to</b>      | Farm Coordinator/ Farm Supervisor/ Farm Manager (Level 4/5/6)                                    |
| <b>Direct reports</b>  | 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 in the operation of the farm enterprises and developing and implementing the farm plan
- maintains enterprises on the farm, which may include livestock management, dairy, cropping, horticulture, landcare, mechanics and infrastructure maintenance
- designs, prepares, organises and assesses high quality agricultural education and training programs, assessment tools and supporting materials as required in accordance with school/college delivery plans, the Standards for Registered Training Organisations (RTO) 2015 (or its successor) and the School Curriculum and Standards Authority
- contributes to enterprise budget planning associated with their enterprises and assists with the financial aspects of the farm enterprises' operations in accordance with the farm budget
- prepares and delivers skill demonstrations
- collects and maintains student performance data in accordance with school/college assessment policy and assists in the compilation of student reports
- motivates and develops a positive work ethic in students and staff, ensuring that college/school and Departmental policy is adhered to
- models and promotes a culture of professional performance improvement by providing mentoring and coaching to staff, where appropriate
- adheres to the Occupational Health and Safety 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
- performs other duties as specified by the Principal or Farm Manager/Supervisor/Coordinator.

### **Selection criteria**

1. Demonstrated extensive experience and competency in managing agricultural enterprises specific to the requirements of the College or School.
2. Demonstrated sound written and oral communication skills with interpersonal skills appropriate for working with young people in an educational environment.
3. Demonstrated experience in delivering and assessing effective training programs in agricultural enterprises.
4. Demonstrated experience in designing and preparing training programs, materials and assessment tools to a high standard.
5. Demonstrated ability to work effectively without supervision and as a member of a team.

### **Eligibility and training requirements**

Employees will be required to:

- hold an appropriate AQF Level III Certificate in Agriculture or other 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 a 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 practicable<sup>1</sup> 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      D19/0109281

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