

Farm Operator

STATEMENT OF DUTIES

JANUARY 2017

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School or College
Supervisor	Principal
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks. Staff employed in this position may be required to be available to work outside normal hours to meet specific needs or deadlines. A workplace flexibility arrangement will be negotiated upon commencement, which will outline the specific span of hours and arrangements for when work is performed.
Location	Statewide

Primary Purpose

Maintain farm operations, and the school farm as an educational resource, whilst integrating student practical training into normal farm operations through the demonstration of skills and techniques relating to the farm industry.

Undertake a range of functions and tasks associated with the routine maintenance and daily operation of the school farm, including tasks requiring skills obtained through training and experience.

Level of Responsibility/Direction and Supervision

Responsible for the efficient and effective provision of a range of duties associated with the daily operation and maintenance of the school farm and equipment.

The occupant works under general supervision of the Supervisor with regular direction and communication with the farm teaching staff.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Carry out daily tasks associated with maintaining a farm operation.
2. Undertake tasks including:
 - Fertilising, mowing, slashing;
 - Application of animal husbandry techniques and administration of animal medication;
 - Fencing and general repairs;
 - Assist in the maintenance of buildings, improvements and machinery;
 - Order supplies and equipment including relevant record keeping;
3. Liaise with staff and students from the School, other school contractors, the Farm Management Committee and teaching staff as required, in regard to farm operational matters and school visits.
4. Work in partnership with teaching staff to:
 - Assist with the supervision of small groups or individual students on activities, as directed;
 - Promote the farm and its facilities and connect with the wider community;

- Attend Farm Management Committee meetings;
 - Assist visiting school groups.
 - Assist in the review and implementation of the annual farm/practical teaching program.
5. Maintain a safe working environment, ensuring that OH&S principles and practices are adhered to with a particular focus on a farm environment. Attend relevant training sessions, and maintain and update applicable farm and industry skills.
 6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
 7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

-
1. Knowledge and experience in general farm operation procedures and practices including the ability to undertake the associated physical, clerical and operational duties.
 2. Well-developed skills relevant to maintenance of farm machinery and buildings, and management of agriculture/livestock.
 3. Sound interpersonal and communication skills including the ability to interact and liaise effectively with school staff, students from primary, secondary and VET sectors, and other government and non-government bodies and organisations.
 4. Personal skills of flexibility, initiative, innovation and self-motivation, together with the ability to contribute and add value to the work of a team in a school environment.
 5. A sound understanding of work health and safety standards and practices in a school farm environment including understanding and knowledge of the safe handling of chemicals, or the ability to quickly acquire the same.
 6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of

any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- A current drivers licence.
- Appropriate trade qualifications or relevant skills obtained through training and experience would be an advantage.
- Extensive practical experience in farm operations, preferably under Tasmanian conditions.
- A current Chem Cert Certificate and First Aid Certificate or the ability to obtain

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services – January 2017

Request:

Date Duties and Selection Criteria Last Reviewed:
