Role Description
Equine Manager

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Operational staff Grade 3
ANZSCO Code	119192
PCAT Code	1214111
Date of Approval	07 April 2017
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Manage the day to day safe running of the equine facilities at a departmental school.

Key accountabilities

- Manage and maintain equine facilities, assets and resources
- Set and administer the guidelines for the equine facilities
- Organise weekly activities for the equine facility
- Undertake induction of students to stable area and administering rules in the stable
- Keeping of vet check records for horses each year, including organising the vet in emergencies and when required

Key challenges

- Balancing competing demands for resource allocation to ensure objectives are achieved
- Tailoring communication to diverse stakeholders

Key relationships

Who	Why
Internal	
Principal or appointed delegate	• Implement principal decisions • Report on equine activities and progress against milestones

Who	Why
Teaching staff	• Consult to plan, develop and implement equine activities • Discuss issues that may impact on safety, scheduling or task completion
Students / staff	• Behave respectfully, courteously and helpfully at all times
External	
Suppliers, customers and agents	• Liaise to order / receive farm supplies, machinery and equipment • Ensure that supplied goods / equipment are fit for purpose and consistent with expected standards; liaise to resolve issues arising

Role dimensions

Decision making

Has independence prioritising daily work tasks within overall priorities determined by the role supervisor; works in accordance with school procedures and safe work standards.

Reporting line

Reports to the school principal or an appointed delegate.

Direct reports

Nil

Budget/Expenditure

As per the departmental financial delegations.

Essential requirements

- A current Heavy Rigid (HR) drivers license
- Valid Working With Children Check clearance

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Foundational**
	Value Diversity	Foundational
	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	**Foundational**
	Influence and Negotiate	Foundational
	Deliver Results	Foundational
	Plan and Prioritise	**Foundational**
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	**Foundational**
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Foundational	• Be willing to develop and apply new skills • Show commitment to completing work activities effectively • Look for opportunities to learn from the feedback of others
Relationships Work Collaboratively	Foundational	• Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Plan and Prioritise	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Business Enablers Procurement and Contract Management	Foundational	• Comply with basic ordering, receipting and payment processes • Apply basic checking and quality control processes to activities which support procurement and contract management