Role Description
Farm Assistant

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Farm Assistant
Role number	Various
ANZSCO Code	841611
PCAT Code	1119192
Date of Approval	17 March 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

Prepares and maintains an established agricultural plot at a secondary or central school that offers agriculture on its curriculum. The role assists with: crop production and disposal; machinery operation; maintenance of machinery, tools and equipment; care and supervision of livestock; receipt and storage of supplies; and general farm maintenance.

Key accountabilities

- Establish and cultivate a range of crops as agreed with teaching and/or senior farm staff; maintain crops, including pest and weed control, fertilisation, watering and drainage
- Harvest mature crops and assist in the disposal of produce in accordance with school procedures
- Undertake stock control duties, including the receipt, storage and inventory of farm supplies, in accordance with school procedures and safe work standards (e.g. chemical storage and handling)
- Perform a range of general farm maintenance tasks, including storehouse and fencing; mow and care for grassed areas associated with the school's agriculture plot
- Assist with the care of livestock and poultry, and where required, undertake associated breeding program tasks
- Comply / cooperate with health and safety guidelines / procedures (including wearing personal protective equipment supplied by the employer (as required); report incidents and hazards; participate in training
- Other related duties as required by the principal

Key challenges

- Maintaining the agriculture plot and associated areas to agreed workable / usable standards
- Responding flexibly in an unpredictable environment with occasionally competing priorities
- Maintaining cooperative relationships with farm and teaching staff.

Key relationships

Who	Why
Internal	
School principal or appointed delegate	• Receive guidance and instructions; escalate significant safety issues • Receive feedback regarding performance
Agriculture teaching staff	• Receive instructions / direction regarding crops and livestock matters • Discuss issues that may impact on safety, scheduling or task completion
Students / staff / visitors	• Behave respectfully, courteously and helpfully at all times
Senior farm staff	• Maintain cooperative working relationships and liaise to ensure coordinated tasking • Receive instructions, direction and/or guidance regarding crops and livestock matters • Discuss issues that may impact on safety, efficiency or task completion • Receive ongoing performance feedback, coaching and on-the-job training

Role dimensions

Decision making

Undertakes routine and repetitive tasks involving the application of clearly prescribed standards / manufacturer's instructions within level of training. Refers matters that require a wider range of knowledge of expertise to manager or work team. Exercises good judgement at all times. Identifies and reports health and safety-related hazards to the school principal or approved delegate.

Reporting line

The Farm Assistant reports to the school principal or an appointed delegate.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- 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	Foundational	• Speak at the right pace and volume for varied audiences

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Communicate Effectively		• Allow others time to speak • Display active listening • Explain things clearly • Be aware of own body language and facial expressions • Write in a way that is logical and easy to follow
Results Demonstrate Accountability	Foundational	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Foundational	• Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules