Role Description
Farm Foreman

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Farm Foreman
ANZSCO Code	121411
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

Supervise and allocate duties to a small team undertaking a variety of farming activities at a secondary or central school that offers agriculture on its curriculum. The role plans, develops and implements farm-based activities / projects in consultation with the head teacher of the agriculture department.

Key accountabilities

- Plan, develop and implement farm-based activities in consultation with the head teacher of the agriculture department contribute to other farm-based projects
- Ensure adequate irrigation and pastures are available and usable for school-based agricultural activities; prepare land for research programs and/or other farm operations as required
- Care for a range of livestock and poultry (e.g. beef and dairy cattle, pigs, sheep, chickens, ducks, etc.); coordinate and/or undertake routine breeding program tasks as required
- Prepare a range of worksheets, reports and returns regarding produce and livestock numbers; maintain registers in accordance safe work standards, and where required, maintain basic records to support research programs
- Organise, service, clean and maintain farm equipment and machinery in accordance with manufacturer's instructions
- Undertake stock control duties, including the ordering, receipt, storage and inventory of farm supplies, in accordance with school procedures and safe work standards (e.g. chemical storage and handling)
- Other related duties as required by the head teacher agriculture and/or principal.
- Supervising allocating duties to the farm labour force

Key challenges

- Maintaining paddocks and pastures to sustain livestock and ensure their availability for school-based farming activities
- Supervising of the allocation of work to others in an occasionally unpredictable environment with competing priorities

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	• Consult to plan, develop and implement farming activities • Discuss issues that may impact on safety, scheduling or task completion
Students / staff	• Behave respectfully, courteously and helpfully at all times
Farm staff	• Provide supervision, coaching and on-the-job training • Allocate duties and monitor work performance • Provide performance feedback
External	
Approved suppliers	• 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 • Liaise to confirm manufacturer's instructions regarding the operation and maintenance of tools and equipment

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
- Assists in the day-to-day supervision and on-the-job training of farm staff, and monitors compliance with safe work standards
- Receives guidance from manufacturer documentation regarding the safe operation, storage and maintenance of equipment

Reporting line

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

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Knowledge and experience of animal and plant husbandry, cropping practices and the safe operation of farm machinery / equipment
- Knowledge of and demonstrated ability to implement animal welfare guidelines.
- Valid Working with Children Check clearance.

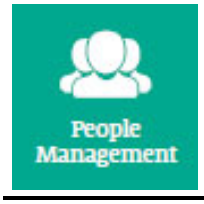
It should be noted that in some cases, the role may be required to live on site and/or be available to attend emergency situations as required.

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	**Intermediate**
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Foundational**
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	**Foundational**
	**Manage and Develop People**	**Foundational**
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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 Communicate Effectively	Foundational	• Speak at the right pace and volume for varied audiences • 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 Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
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
People Management Manage and Develop People	Foundational	• Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people • Give support and regular constructive feedback that is linked to development needs • Identify appropriate learning opportunities for team members • Recognise performance issues that need to be addressed and seek appropriate advice