Role Description
Farm Supervisor

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	School Operations and Performance
Classification/Grade/Band	Farm Supervisor
Position Number	Various
ANZSCO Code	
Date of Approval	08 February 2017

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 the operations of the high school farm. Responsible for the husbandry and delivery of farm related resources for teaching purposes within the educational framework.

Key accountabilities

- Supervise farm operations in line with school plans, including farm planning activities and resource management
- Ensure pasture improvement, water usage and fodder production all use modern agricultural techniques for educational purposes
- Manage a team of staff and contractors to work in accordance with prescribed department practices and procedures
- Assist in the development of the farm budget and manage financial and other records relating to farm activities
- Monitor the farm maintenance and security programs

Key challenges

- Balancing competing demands for resource allocation to ensure objectives are achieved
- Tailoring communication to diverse stakeholders
- Balancing the interests of student involvement (educational outcomes), best practice farming and financial viability

Key relationships

Who	Why
Internal	
Principal	• Implement principal decisions • Collaboratively develop Agricultural Strategic Plan and support implementation • report on farm activities and progress against milestones
Business Services Manager	• Provide information and consult regarding WHS, wages and employment conditions • In consultation, develop annual budget and monitor farm income and expenditure
Head Teacher Agriculture	• Collaboratively develop agricultural Strategic Plan and ensure implementation of this plan.
Farm Staff	• Allocate work and ensure activities are undertaken as planned • Motivate team, provide direction and manage performance
Contractors	• Supervise contractors to complete specified duties
External	
Suppliers, customers and agents	• Assist in the negotiation of the supply, purchase and sale of goods, livestock and produce

Role dimensions

Decision making

Provide input into planning farm activities to achieve agreed objectives within approved work plans; allocate work to farm staff and contractors and monitor the progress; manage staff, contractors and visitor compliance within the WHS legislation

Reporting line

Reports to the Principal or as delegated by the principal

Direct reports

Various

Budget/Expenditure

As per the Department of Education Financial delegations

Essential requirements

NSW 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	Intermediate
	Act with Integrity	**Intermediate**
	Manage Self	Intermediate
	Value Diversity	Foundational
	Communicate Effectively	**Intermediate**
	Commit to Customer Service	Foundational
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	**Intermediate**
	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
	Manage and Develop People	**Intermediate**
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Intermediate

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 Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
People Management Manage and Develop People	Intermediate	• Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues