

Role Description 1

Agricultural Assistant (Generic)

Job Ad Reference			
Job Evaluation No.	17435	TRIM No.	17/49985
Work Unit	State Schools/State High Schools or Other Educational Institution State Schools Division		
Location	Various locations throughout the State		
Classification	OO2 (Progressional) General Employees (Qld Government Departments) and Other Employees Award – State 2015 20.5 hour week		
Job Type	Permanent		
Salary Range	25,645 – 29,891 per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer	Kylie Anthes		
Contact Telephone	07 49 579 179		
Closing Date	3 rd of July 2020		

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Education Improvement Division is responsible for the strategic management and implementation of early learning and development reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.



The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice. State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Agricultural Assistant you will:

- Contribute to the efficient and effective operation of the school by providing a high level of agricultural systems support to the nominated school staff.
- Ensure that the agricultural field study sites, animals, crops, machinery and equipment used by the school are maintained in a functional, secure and safe manner.
- Contribute to the preparation of school field projects, exhibits and agricultural demonstrations as part of the general school activities.

The Agricultural Assistant reports in the first instance to the Head of Department or subject coordinator responsible for the school's agricultural department, but is ultimately responsible to the school Principal. Agricultural Assistants may report directly to the school Business Manager on some issues.

Your role

As the Agricultural Assistant you will have responsibility for the following:

General

- Preparation of all agricultural field sites and agricultural machinery, equipment and materials.
- Planting, watering and care of crops and market gardens and related duties including regular physical maintenance and the use of appropriate insecticides and fertilisers where necessary.
- Care and feeding of animals, cleaning cages and pens and related duties.
- Take simple measurements, for example, weighing crop yields.
- Order and/or collect general agricultural supplies and materials as authorised by the Head of Department, Principal or nominated delegate.
- Animal husbandry, crop and soil improvement and enhancement activities.
- Other relevant agricultural duties as directed by the Head of Department, Principal or nominated delegate.

Maintenance

- Preparation and maintenance of field study sites by establishing and repairing fences, gates and soil maintenance.
- Arrange regular servicing and maintenance of agricultural machinery and equipment to ensure compliance with warranty and safety requirements.
- Maintain store rooms, machinery sheds and field laboratories in a functional, safe and orderly manner.
- Maintain plant rooms, glasshouses and aquariums.
- Maintain the stock book for petrol, LP gas, insecticides, herbicides, fertilisers and chemicals used in agricultural activities.

Cleaning

- Removal and disposal of animal waste and associated materials.
- Removal and/or disposal of agricultural equipment rubbish as required.

Stores Management

- Collect and/or receive deliveries of agricultural materials, unpack, check invoices and appropriately store and monitor petrol, LP gas, insecticides, herbicides, fertilisers, chemicals and associated supplies and prepare requisitions.
- Conduct annual stocktake of materials and equipment within the agricultural department.

Assisting Teaching Activities

- Organise the distribution and collection of class sets of tools, equipment and materials for practical work.
- Provide support to teachers during practical agricultural class activities.
- General assistance with teaching material for agricultural classes.
- Monitor safety and first aid requirements within the agricultural department.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Ability to work with limited supervision, participate in discussions, and refer problems to supervisor.

2. Achieves results

See tasks through to completion with ability to use and maintain portable hand tools, agricultural equipment and materials, and manage the care of farm animals, crops and any other agricultural activity.

3. Supports productive working relationships

Operate as an effective team member, displaying awareness of safe and healthy work practices, especially in situations where students are present.

4. Displays personal drive and integrity

Ensure goals are achieved through the application of Workplace Health and Safety standards, especially in the use, application and storage of petrol, LP gas, insecticides, herbicides, fertilisers and chemicals.

5. Communicates with influence

Communicate messages clearly and concisely to support teachers during agricultural practical lessons.

Additional information.

- Technical skills, not requiring trade or equivalent qualifications, are required in order to safely and effectively operate basic machinery to perform routine and standard functions, and organise duties across a working day to meet regular work load requirements. Curriculum Activity Risk Management Guidelines are available on the department's website at <http://education.qld.gov.au/curriculum/carmg/agricultural-science.html>
- Appointees to these positions will be employed as Agricultural Assistants OO2. Their eligibility for progression to Agricultural Assistant OO3 will be conditional upon their satisfying the following criteria:
 - Four (4) years satisfactory service as an Agricultural Assistant; and
 - Sound knowledge of agricultural practices as deemed relevant to the operations of the particular unit (for example, soil erosion, crop management, farm welding etc.)
 - **OR**
 - One (1) year satisfactory service as an Agricultural Assistant; and
 - Completion of an appropriate degree from a recognised tertiary institution;
 - **OR**
 - Two (2) years satisfactory service as an Agricultural Assistant; and
 - Completion of an appropriate diploma or other course of study from a recognised Tertiary institution.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.

- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au