



## POSITION DESCRIPTION

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| <b>Position name</b>     | <b>Faculty Support Faculty Assistant - Agriculture</b>                                                                                                                                                                                        |
| <b>Employment Status</b> | Part-time                                                                                                                                                                                                                                     |
| <b>Load</b>              | Part time 12 hours per week, to be worked as rostered. Must be available for weekend work                                                                                                                                                     |
| <b>Classification</b>    | Grade 2                                                                                                                                                                                                                                       |
| <b>Key Relationships</b> | Reporting to the Farm Manager and Head of Agriculture and liaise with the Faculty Operations Coordinator, the Faculty Assistant will need to maintain collaborative relationships with all faculty staff, students and external stakeholders. |

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Objective:

To support the Agriculture Department in organising and maintaining the colleges livestock, farm machinery and property. To support the Head of Agriculture and Farm Manager in the running of Scotch's onsite College Farm.

### Position Overview:

The primary duties are to assist the Farm Manager in maintaining the farm and Agriculture precinct and to provide support to teachers and students within Agricultural Science and its associated educational programs. This role involves the use of mechanical equipment and elements of animal husbandry for farm animals and support for aquaculture, viticulture and other agricultural and farming activities.

### Key Responsibilities:

#### 1. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable

- Read and adhere to all WHS guidelines and policies, include Risk Assessments, SOPS and Animal Welfare Guidelines particularly "[Australian Code for the care and use of animals for scientific purposes 8<sup>th</sup> Edition 2013](#)".

## 2. *Livestock/Poultry Management*

- Feeding animals as per feeding schedule
- Animal Handling, including the handling of large animals
- Ensuring adequate water supplies for animals

## 3. *Weeds and Pasture Management*

- Monitor weeds, pasture and garden beds of farm area
- Spray weeds as per weed spraying protocol
- General gardening and mowing duties as required
- Assisting with the seeding of paddocks to renovate and optimise feed quality and application of fertiliser as required
- Use of chemicals safely following WHS practices effectively

## 4. *Vineyard and Orchard (Horticulture) Management*

- Pruning of vineyards and orchards as required
- Spraying in accordance with the fertilising protocol for vineyard, orchard and other plants
- Spraying as required of the vineyard, orchard and other plants
- Maintenance of irrigation protocols to ensure watering is optimal

## 5. *General Maintenance and Tidiness of the Farm*

- Waste management, bins in/out from the Farm
- Maintenance of the Farm, and its sheds in a clean and well-organised manner, fit for student access
- Maintain and mow farm lawns, garden beds, in between the vines etc.
- General maintenance of farm machinery
- Maintenance, replacement of irrigation equipment as required
- Maintenance of fencing
- Ensure the farm is secure at the end of the working day

## 6. *Farm Administration*

- Maintain accurate records of farm processes e.g. feeding, spraying etc.
- Data entry

## 7. *General*

- Attend whole staff meetings and regularly meet with Faculty Operations Coordinator and the Head of Agriculture.
- Remain abreast of current trends in the field.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.
- Attend professional development training as required
- Communicate clearly with key stakeholders

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## Key Selection Criteria: Qualifications, Skills and Experience

### *Essential experience*

- Practical experience in farm operations
- Livestock handling according to Codes of Practice
- Knowledge of vineyard/orchard/pasture management.

### **Essential Qualifications, Skills and Knowledge**

- Unencumbered Driver's License
- ChemCERT Accreditation\*
- Sound understanding of WHS requirements pertaining to Agricultural work
- Current SA Working With Children Check
- Current Certificate in Reporting Abuse and Neglect – Education and Care.
- Provide First Aid Certificate

\*can be acquired after commencing employment

### **Highly Desirable**

- Good IT, administration and organisational skills

### **Key Selection Criteria: Personal Qualities**

- Proven ability to develop and maintain effective relationships with people from diverse backgrounds.
- Superior organisational ability with demonstrated self-motivation and initiative in managing multiple tasks.
- Ability to work autonomously, prioritising key work requirements for a work day
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.
- Demonstrated personal resilience, an ability to work in a varied role, including work out of normal hours.
- Willing to participate in other areas that improve the outcomes for the College

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### **Conditions of Employment:**

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to ensure consistent year round care for livestock, which will include weekend and holiday work.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- Employment is 5 hours per day, 4 days per week including the weekend, throughout the year. Public holiday work will be shared with the farm manager to ensure year long care for the livestock.
- The incumbent will undertake regular relevant training to ensure that skills are maintained or enhanced in the relevant areas of responsibility.
- Annual leave will need to be taken in consultation with the farm manager to ensure continual care for the livestock

### **Finally**

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**