

Role Description

Agricultural Assistant

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

17435

Content

Manager No.

14/237277

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO2 (Progressional) General Employees (Qld Government Departments) and Other Employees Award – State 2015
38 hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

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.

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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

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.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.

- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- 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:
<https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/awardspayscales/Documents/agricultural-assistants-salary-progression-fact-sheet.pdf>
- 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.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.