

Role Description

Boat Officer

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.

23033

Content

Manager No.

12/350101

Work Unit

Environmental Education Centre

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO5 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 Boat Officer you will:

- Assist the Principal and other teachers in the delivery of a unique program of environmental education in coastal wetlands.
- Plan and implement a program of preventative maintenance of the boats and all centre equipment and carry out mechanical and shipwright repairs as required.

The Boat Officer reports to the Principal of the Centre. On board, the Boat Officer supervises passengers including visiting teachers, accompanying adults, student passengers and all other passengers.

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:

- As Ship's Captain, command and operate boats as both an on board 'classroom' and as a means of transporting students to specific sites for environmental studies.
- Contribute to the education of students by:
 - Instructing students, teachers and accompanying adults in a range of skills, techniques and experiences relative to safe, intelligent boating in an educational setting, including:
 - Safety talks including rules, procedures and operations when boating and in associated environments.
 - Demonstrating and leading sampling and surveying of aquatic plant and animal life through netting, trapping and dredging and participating in a wide range of sustainable recreational fishing experiences.
 - General boating and water safety including how to operate and manoeuvre boats, radio operations, navigation and managing specialist equipment.



- Planning, creating, developing and fabricating resource material and equipment associated with programs.
- Assisting with instruction and demonstration of components of centre programs under the supervision of teaching personnel.
- Assist with the development and maintenance of centre facilities, resources and aquatic/boating studies programs (including the Marine Centre) to enable programs to be conducted in a safe, supportive and productive learning environment.
- Operate and maintain plant, equipment, grounds and facilities in a healthy and safe condition. This includes, but is not restricted to, electric arc, MIG and TIG welders, oxy acetylene welding and cutting, offcut saws, power tools, motors (petrol, diesel and electric), tractors, mowers, whipper snippers, chainsaws and any special equipment used in the delivery of educational programs at the Centre.
- Collaborate in the development of all aquatic/estuary/boating studies programs to ensure full potential of the Centre's available resources and accessed environments is reached.
- Supervise the training of teachers in the correct operation of watercraft and assist them in attaining both recreational ship masters license and restricted/unrestricted coxswains license as required.
- Liaise with marine surveyors, marine architects and staff from other departments with regard to maintaining the boats to fulfil the Centre's needs.
- Liaise with government and non-government groups, businesses and individuals relating to catchment management programs, sponsorship of boating equipment and special projects/programs as well as general information and local knowledge vital to the effectiveness of the boating programs.
- Establish and maintain:
 - The administrative and financial operations of boating programs and marine vessels and equipment using the Centre's purchasing procedures while complying with the guidelines of the Centre's annual operating budget.
 - Log, register and record, as required, including vessel log books, coxswains log, survey and catch records, fuel and consumables records, engine maintenance records, safety drill registers and inventory stock surveys.
 - Periodic and preventative service/maintenance program for the Centre's vessels, motors and associated equipment including boat hulls, trailers, radios, personal flotation devices and other survey and non-survey requirements.
 - Monitor procedures and policies, ensuring they are updated to align with current standards of Government bodies, the Department of Transport, Department of Education, the Centre and the impacting environments.
- Collaborate in the development of both general and specific safety procedures and policies incorporating both legislated and centre based information (risk assessments, workplace health and safety, emergency procedures and drills).
- Liaise with government and non-government groups, businesses and individuals with regard to catchment management programs, survey needs, special projects/programs and boat maintenance and enhancement as well as general information and local knowledge vital to the effectiveness of the boating programs.
- Plan and undertake the fabrication of infrastructure as required to support boats associated with the development and expansion of boating as a major curriculum direction.
- In addition to the above boating activities, it is expected that the Boat Officer will assist with the broader range of programs and operations including maintenance of the Centre's grounds and facilities and undertake improvement and enhancement activities.

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.
- Australian Maritime Safety Authority (AMSA) coxswain licence appropriately endorsed for local operations or Master 5 licence.
- A restricted radio operator's certificate of proficiency.
- A current Senior First Aid Certificate.
- A "C" class driver's licence.

Whilst not mandatory, documents demonstrating competency in any of the following areas would be highly regarded:

- Servicing, maintaining and repairing outboard motors, petrol and diesel-powered engines.
- Use of power tools and grounds care equipment and materials.

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.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.