Farm Manager Position Description

Good Shepherd College

Position Title: Farm Manager	**Scope:** Senior Campus
Reports To: Principal	**Award:** LEVNT Multi-enterprise Agreement 2023
Accountable To: Principal	**Salary:** According to LEVNT EBA
Employment: 24-38 hours per week / yearly	**Tenure:** 12 month contract / potential for permanency

GOOD SHEPHERD COLLEGE MISSION STATEMENT
Good Shepherd College is to be a place of faith and learning where every person is encouraged to fulfil their God-given purpose through excellence in education and service to the community.

PURPOSE OF THE POSITION

The primary objective of the Farm Manager involves the management of the college's livestock and farm operations, in conjunction with the educational needs of students and the Agricultural department.

In this role, the Farm Manager is to:

- support the Principal and other college staff in fulfilling the aims and purpose of Good Shepherd College, and to support and maintain the philosophy and ethos of the college as "A place of faith and learning."
- display the qualities of building positive relationships, good organisation, discernment in decision making and sound communication skills.
- abide by the Staff Code of Conduct
- be familiar with and follow the college's policies and procedures
- carry out the responsibilities to the best of their ability and in a safe manner as outlined the college's Workplace Health and Safety Policy and associated procedures
- reflect on their own work performance and seek further training or professional development opportunities to update knowledge and skills

Good Shepherd College is a child safe environment and takes a zero-tolerance approach to any behaviours that compromise the safety of children and young people (including child abuse and other types of reportable conduct.

The Farm Manager is responsible to the Principal, with support from the Business Manager.

PERSONAL SPECIFICATIONS

- High level farm management experience in a diverse, integrated farming context, including livestock husbandry and management.
- Proven ability to work unsupervised, meet deadlines and set priorities in a farming context.
- Demonstrate professionalism and confidentiality appropriately.
- Use of email, online systems and IT communication tools.
- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.

KEY DUTIES AND RESPONSIBILITIES

The Farm Manager is directly answerable to the Principal and is expected to contribute to the strengthening of college culture in the following areas:

1. **Strengthening Lutheran Identity**
   - 1.1. Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership.
   - 1.2. Support the Lutheran ethos of the college (as outlined in the Framework for Lutheran Schools).

2. **Enhancing Excellence in Farm Management**
   - 2.1. practical activities, e.g. driving tractors, operating machinery, feeding livestock, spraying fields, etc;
   - 2.2. arranging the maintenance and repair of farm buildings, machinery and equipment
   - 2.3. buying supplies, such as fertiliser and seeds;
   - 2.4. maintaining and monitoring the quality of yield, whether livestock or crops;
   - 2.5. understanding the implications of weather and making contingency plans;
   - 2.6. making sure that products are ready for deadlines, such as auctions and markets;
   - 2.7. ensuring that farm activities comply with government regulations;
   - 2.8. monitoring animal health and welfare, including liaising with vets;
   - 2.9. working collaboratively with the Agricultural program of the college in supporting the learning needs of students;
   - 2.10. maintaining a knowledge of pests and diseases and an understanding of how they spread and how to treat them;
   - 2.11. applying health and safety standards across the farm according to WH&S standards;
   - 2.12. protecting the environment and maintaining biodiversity;
   - 2.13. managing volunteers to assist with a variety of farming operations/tasks and to coordinate these tasks with college staff to support the educational programs of the college;
   - 2.14. attending sub-committees of College Council and other meetings as required
   - 2.15. maintaining financial records, including budgets and invoicing, in conjunction with the Business Manager.
   - 2.16. Any other duties as outlined by the Principal.

3. **Engage in Ongoing Improvement and Innovation**
   - 3.1. Engage in ongoing professional learning to update knowledge and practice, targeted to professional needs and college priorities.
   - 3.2. Engage in reflection, collaborative planning, monitoring and review.

4. **Community Building**
   - 4.1. Foster effective partnerships with students, staff, parents and members of the wider community.
   - 4.2. Act professionally at all times in dealing with students, peers, members of the profession and members of the community.
   - 4.3. Actively support the co-curricular program of the college.

5. **Leading Effective Organisation and Management**
   - 5.1. Know and adhere to college policies and procedures.
   - 5.2. Have an awareness of personal health and well-being for themselves and their colleagues.
   - 5.3. Adhere to the workplace health and safety requirements of the position.
   - 5.4. Assist with other college activities as required, such as special events.

COMMITMENT TO LUTHERAN EDUCATION

- A demonstrated understanding of the ethos of a Lutheran school and its mission
- Attend all relevant college meetings and after school activities, sporting events, community and service days as well as professional learning opportunities

CHILD SAFETY

As Good Shepherd College has a commitment to child safety, staff will be responsible for understanding, applying and promoting the college's child safety commitment, policies and procedures, including:

- complying with the college's Child Protection policies;
- identifying and proactively addressing risks;
- identifying indicators of possible child abuse;
- reporting concerns;
- taking all practice steps to protect students where a risk to their safety has been identified;
- managing disclosures;
- promoting resilience and reporting amongst students.

WORKPLACE HEALTH AND SAFETY

All staff are expected to comply with the WH&S Policy, legislative requirements and to adhere to safe work practices by:

- ensuring adherence to WH&S policies and procedures.
- consulting with staff on WH&S issues.
- ensuring that staff are equipped with the information, instruction, training and supervision that they need to work safely
- identifying and assessing, if necessary, and controlling hazards within their area of responsibility
- encouraging early reporting of incidents
- assisting with initiating early return to work on suitable duties after a workplace injury
- ensuring that all staff, including volunteers and contractors, are aware of, and abide with, all relevant health and safety procedures
- ensuring all plant and equipment is properly maintained
- acting as a role model by demonstrating safe work behaviours

EXPERIENCE, QUALIFICATION AND SPECIAL CONDITIONS:

- Certificate III and above in Agriculture (or its equivalent) would be highly regarded, including evidence of Chain Saw, ATV, Tractor and other relevant certificate courses
- Demonstrated experience working within a school environment would be advantageous.
- Possess current Working with Children (WWC) Clearance
- National Police Check
- Personal Identification (Passport, Drivers License)

SELECTION CRITERIA

The successful applicant will need to demonstrate or have the demonstrated capacity to respond to the capabilities described below:

SC1 **Strengthening Lutheran Identity** - What influenced you to consider service in a Christian school and what is your commitment to, and understanding of, a Christian ethos?

SC2 **Excellence in Farm Management** - What skills, experience or knowledge do you have in working on or operating in a farm?

SC3 **Ongoing Improvement and Innovation** - What other skills, experience or knowledge can you bring to the college?

SC4 **Building Community** - How do you build positive relationships with students, parents, colleagues and the wider community (provide examples)?

SC5 **Leading Effective Organisation and Management** - How do you ensure that you manage competing demands and maintain focus on the key elements of your role?

SC6 **Personal Qualities** - Do you have, or are you eligible to receive a Working with Children Clearance and have you ever had any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

PRIVACY COLLECTION NOTICE

Good Shepherd College takes your privacy seriously. Our full privacy policy is listed on the website. The following is a "short version" of our privacy practices in regards to employment applications and enquiries.

1. In applying for a position, or enquiring about future positions, you will be providing Good Shepherd College with personal information. We can be contacted at: 297 Mt Napier Road, Hamilton, Victoria / PO Box 390, Hamilton, Victoria, 3300.

2. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose your information to a third party without your consent.

3. Applicants agree that Good Shepherd College may store this information for eight (8) weeks.

4. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

5. We are required to collect information under various Government, Non-Government, Education Acts, Public Health and Child Protection laws. We may also collect personal information about you in accordance with these and other laws.

6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.