

Role Description



Schools Officer, Grounds (Generic)

Job Ad Reference	
Job Evaluation No.	17079
TRIM No.	17/50085
Work Unit	State Schools/State High School or Other Educational Institution
Location	Various locations throughout the State
Classification	OO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 (as per Part 5 – 15.1) 38 hour week
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined
Salary Range	per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	
Contact Telephone	
Closing Date	

Your employer

The Department of Education and Training (DET) 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 and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. 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.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, 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 Community Engagement Division is responsible for the strategic management and implementation of early childhood 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 services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

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.det.qld.gov.au

Your opportunity

As the Schools Officer, Grounds you will contribute to the efficient and effective operation and environment of the school by providing a high level of grounds care and support to the Principal, Business Services Manager or nominated delegate.

You will perform a range of activities to ensure that the school is maintained to a high standard; follow set instructions; and have independence to perform a variety of day to day services that are routine in nature. However, the role receives regular supervision when undertaking duties that are non-routine in nature.

As the Schools Officer, Grounds you will not be required to perform any task or repairs that would normally require the services of a qualified tradesperson.

The position reports directly to the Principal, Business Services Manager or nominated delegate.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Responsible for a range of day to day activities that include maintenance of school ovals through regular mowing, watering and soil maintenance (refer to Workplace Health and Safety (WHS) guidelines and procedures); lawn and garden maintenance, including regular weeding and the use of appropriate insecticides and fertilisers where necessary (refer to WHS guidelines and procedures); plant, water and care for trees, shrubs, gardens; and undertake general maintenance of grounds care equipment such as mowers, brush cutters, tractors (as per manufacturers' service manuals) and arrange regular services.
- Ensure compliance with WHS requirements including maintenance of a safe work environment; safe storage and handling of chemicals, fertilisers and fuels;
- Assist with a range of duties that include coordinating the removal and/or disposal of rubbish as required (does not include emptying of bins in agreed eating areas);
- Attend to/or arrange repairs and maintenance within the school, including those which relate to fences, paving, gates and irrigation; swimming pools (e.g. maintaining proper water quality, testing water, keeping records of tests, adjusting/adding chemicals as consistent with occupational, health and safety (WHS) guidelines and procedures);
- Order and/or collect general grounds care/cleaning supplies and materials as authorised by the Principal, Business Services Manager or nominated delegate; undertake ground improvement and enhancement activities; and prepare, mark and take general care of all outdoor sporting facilities (e.g. basketball, netball and tennis courts, cricket pitches, track and field areas).
- Work in the field laboratory where there is a junior agricultural course and an agricultural assistant is not employed.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Services Manager or nominated delegate.

Knowledge and experience

A mandatory requirement of this role is:

OO3 appointees must have possession of a Certificate III qualification or higher relevant to the tasks outlined, from a recognised institution under the Australian Qualification Framework or agreed equivalent which, in the opinion of the Director-General, Department of Education, Training or delegate is acceptable.

Competency at this level requires proven expertise and understanding of school facilities operations, standards and application of suitable processes.

- Capability to perform activities consistent with workplace, health and safety guidelines and procedures with regard to government facilities.
- Undertake a range of functions which may require the practical application of high level skills relevant to the role.
- Demonstrated experience to analyse requirements, identify solutions, plan and coordinate cost effective renewal projects, following documented methods and instructions.
- Sound knowledge and compliance with regulations, codes and specifications relevant to the role.
- Skillset that enables the role to undertake required procedures without intensive supervision.

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

Demonstrated ability to understand the work environment of a school, along with contributing to the enhancement of the appearance and safety of the school grounds.

2. Achieves results

Knowledge of and ability to apply workplace health and safety standards especially on the use, application and storage of petrol, LP gas, insecticides, herbicides, fertilizers and chemicals and knowledge of other legislation relevant to the undertakings of the role.

3. Supports productive working relationships

Ability to develop positive working relationships with team members; actively listen to colleagues liaising and establishing good working relationships with departmental staff and outside providers to implement and maintain grounds operational management and provide services relevant to the operations of the school.

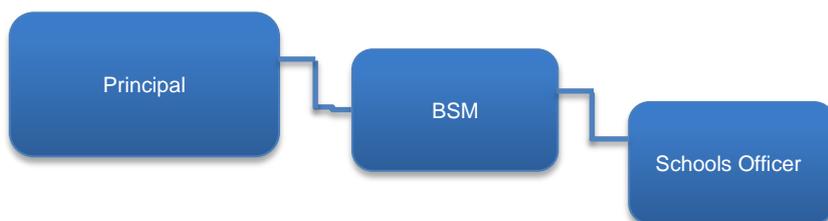
4. Displays personal drive and integrity

Ability, or the skill to rapidly acquire the ability, to use and maintain portable hand tools, gardening and cleaning equipment, general landscaping equipment and computers with pre-established programs.

5. Communicates with influence

Effective interpersonal, written and oral communication skills.

Organisational chart



Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [School Support Staff](#) (Schools Officer)
- 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

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 JEMS codes: C+2=c- 58 C-2+ 46 B+1=c= 44 Service/Support Total Score 148 (OO3)

Work Profile

Schools Officer, Grounds OO2 (Progressional)



The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead in addition to the activities outlined in the role accountability section of this document:

General duties

- Ensure compliance with workplace health and safety requirements including maintenance of a safe work environment.
- Preparation and maintenance of school ovals by way of regular mowing, watering and soil maintenance. (refer WHS guidelines and procedures).
- Preparation, marking and general care of all outdoor sporting facilities for example, basketball, netball and tennis courts, cricket pitches, track and field areas.
- Planting, watering and care of trees, shrubs, gardens.
- Care of lawns and gardens, including regular weeding and the use of appropriate insecticides and fertilisers where necessary. (refer to WHS guidelines and procedures).
- Work in the field laboratory where there is a junior agricultural course and an agricultural assistant is not employed.
- Order and/or collect general grounds care supplies and materials as authorised by the Principal or nominated delegate.
- Ground improvement and enhancement activities.
- Maintaining various accurate school registers and the use of computers with pre-established programs.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Services Manager or nominated delegate.

Cleaning duties

- Coordination of removal and/or disposal of rubbish. These duties should not to include the emptying of bins in agreed eating areas.

Maintenance duties

- Swimming pool maintenance as follows:
 - Maintaining proper water quality.
 - Testing water.
 - Keeping records of tests.
 - Adjusting/adding chemicals (refer to the occupational health and safety (WHS) guidelines and procedures).
- Maintain and conduct minor repairs to grounds, for example fences, paving, gates, irrigation, chainsaw etc.
- Regular services and general maintenance of grounds care equipment for example, mowers, brush cutters, tractors (as per manufacturers' service manuals).

OO3 level incorporates the duties of Level OO2 and those listed below

General duties: as per OO2, plus:

- Participate in school planning to achieve savings in the areas of grounds budgets including provision of advice on these issues as required.
- Contribute to the preparation and implementation of grounds budget action plan.
- Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines.
- Assist in preparation of submission for grants, funding etc, relevant to role.

Grounds duties: as per OO2, plus:

- Undertake specialised tasks associated with maintenance, care and development of grounds and gardens. This includes;
 - Provide operational support to the school on a diverse range of grounds management issues, including the analysis of requirements, identification of solutions, planning and coordination of cost effective grounds renewal projects.
 - Landscaping design and construction functions including the use of horticultural machinery, equipment and hand tools.
 - Maintain grounds and facilities plant equipment (eg. Irrigation systems, fertiliser spreader in line with manufacturers' service manuals).