

Role Description

Schools Officer, Grounds (Generic)

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| Job Ad Reference | |
| Job Evaluation No. | 18517 |
| TRIM No. | 17/50085 |
| Work Unit | State Schools/State High School or other educational institution State Schools Division |
| 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 (DoE) 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 services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. 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.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, 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 Education Improvement Division is responsible for the strategic management and implementation of early learning and development 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 improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.



- The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice.

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.qed.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 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 Manager or nominated delegate.

Your role

As the Schools Officer, Grounds you will have responsibility for the following:

- 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 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 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 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.

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
- 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: www.bluecard.qld.gov.au/
- A criminal history check may 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.
- The department is committed to respecting protecting and promoting human rights. Under the Human Rights Act 2019 (Qld), the department has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information about the Human Rights Act 2019 is available at <https://www.qhrc.qld.gov.au/your-rights/human-rights-law> and <https://www.forgov.qld.gov.au/humanrights>
- 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