

Role Description

Farm & Facilities Assistant



Cluster	Planning and Environment
Agency	Sydney Living Museums
Division/Branch/Unit	Curatorial & Museums Division/House Museums Portfolio
Location	Rouse Hill House & Farm
Classification/Grade/Band	Clerk Grade 3/4
Role Number	HMP057
ANZSCO Code	899999
PCAT Code	3119192
Date of Approval	3 July 2018
Agency Website	www.sydneylivingmuseums.com.au

Agency overview

Sydney Living Museums is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative. Our audiences are local, regional, national and international. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

The Curatorial & Museums Division includes the Curatorial & Exhibitions Team, City Museums Portfolio and House Museums Portfolio. The Division provides visitor and operational management of SLM's twelve museum sites structured into two portfolios: City Museums Portfolio (Hyde Park Barracks Museum, Justice & Police Museum, Museum of Sydney, Susannah Place Museum, The Mint and Caroline Simpson Library & Research Collection), and House Museums (Elizabeth Bay House, Elizabeth Farm, Meroogal, Rouse Hill House & Farm, Rose Seidler House and Vacluse House). The Curatorial & Exhibitions Team produces exhibitions at our museums, interprets our properties, presents stories from the collections, and manages publications to engage over 1 million visitors annually onsite and online.

Primary purpose of the role

Oversee the care, conservation and presentation of livestock, fields and pastures at Rouse Hill House & Farm to facilitate the interpretation of the site and its history to members of the public in accordance with the *Historic Houses Act 1980*, Conservation Management Policy and other relevant policies.

Key accountabilities

- Develop and implement plans and schedules to effectively manage the fields, pastures and paddocks, in line with the conservation and heritage management principles of the property.

- Respond to all veterinary issues on the property to ensure the welfare and husbandry management of all poultry and cattle livestock kept on site for historical interpretation, grazing and commercial purposes.
- Maintain and regularly check the historic, electric and vermin proof fences in accordance with conservation standards to ensure site security and protect historic features from being damaged by livestock and to control grazing and outdoor pests.
- Undertake the routine maintenance, servicing and periodic replacement of powered and non-powered field equipment and outdoor firefighting & prevention systems to ensure proper safe working order of all vital equipment.
- Contribute to the review and improvement of work processes within the Portfolio to encourage and enforce safer work practices and site access for visitors.
- Train poultry and livestock to participate safely in visitor programs and ensure that animal feeding routines are scheduled accordingly.
- Maintain effective weed and pest control to suppress and eradicate in compliance with relevant notification guidelines.
- Ensure a high standard of preparation and presentation of the site for commercial events, programs and venue hire activities to assist with their delivery and success.

Key challenges

- Developing a continuing awareness of the programs/events within the Portfolio sites to enable farm-related and maintenance works to be completed without impacting visitor experiences and commercial activities while following appropriate heritage practices.
- Working as a part of a heritage and visitor-centred multi-disciplinary team to ensure safe, efficient and complaint farm operation are implemented within the confines of heritage conservation requirements.
- Ensuring animals are able to be handled and that other staff are trained in handling techniques and the supervision of visitors while interacting with animals.

Key relationships

Who	Why
Internal	
Building & Facilities Coordinator	<ul style="list-style-type: none"> • Receive direction and guidance in relation to the facility and maintenance outcomes across the Portfolio. • Maintain clear lines of communication to enable tasks to be properly prioritised, assigned and completed in a timely manner. • Provide regular reports and enter data into the Asset Management system on the status of farm livestock, equipment, budget expenditure and issues which have arisen or are foreseen. • Consult with to expand the livestock base in accordance with historical precedence and maintaining a suitable stock of animals.
Building & Facilities Assistants	<ul style="list-style-type: none"> • Collaborate with to replace and install fencing where required. • Develop effective working relationships. • Communicate with to ensure a collaborative team approach.
Horticulture Coordinator	<ul style="list-style-type: none"> • Receive guidance and support as required in regards to weed control and site gardens where heritage conservation and presentation is involved. • Maintain clear lines of communication to enable tasks to be properly prioritised, assigned and completed in a timely manner. • Communicate with to ensure a collaborative team approach. • Develop effective working relationships.
Portfolio Curators	<ul style="list-style-type: none"> • Develop effective working relationships. • Seek advice from in regards heritage gardens and conservation matters. • Make contact to seek expert advice before work is instigated.

Who	Why
Heritage Team	<ul style="list-style-type: none"> • Make contact to seek expert advice before work is instigated. • Communicate with to ensure a collaborative team approach. • Develop effective working relationships.
Staff across the House Museums Portfolio	<ul style="list-style-type: none"> • Maintain clear lines of communication with internal stakeholders to enable tasks to be properly prioritised, assigned and completed in a timely manner. • Provide support for the other portfolio properties in farm and livestock operations as required. • Communicate with on the events and programs occurring and scheduled for the Portfolio.
Experience & Learning Team	<ul style="list-style-type: none"> • Collaborate and communicate with in the conception, production and presentation of tours and programs involving farm and livestock activities. • Collaborate with the planning and scheduling of programs to match filed operation with interpretative and educational needs. • Develop effective working relationships.
Staff across the agency	<ul style="list-style-type: none"> • Provide training in handling techniques for interacting with the animals. • Provide training in the use of outdoor firefighting and prevention systems. • Develop effective working relationships.
Volunteers	<ul style="list-style-type: none"> • Conduct site inductions and maintain accurate records pertaining to the inductions for all volunteers working at the property. • Provide supervision to ensure historic features and planting are not damage. • Provide guidance on property conservation standards and WHS guidelines.
External	
Tradespeople, contractors and local government representatives	<ul style="list-style-type: none"> • Conduct site inductions and maintain accurate records pertaining to the inductions for all persons working at the property. • Forge and maintain supportive links with local individuals and organisations, particularly in regard to veterinary and security issues, compliance requirements and emergency preparedness. • Provide guidance on property conservation standards and WHS guidelines.
Firefighting authorities and National Parks & Wildlife Services	<ul style="list-style-type: none"> • Maintain close and effective working relationships. • Seek advice and direction as required.
Rouse Hill House & Farm neighbours	<ul style="list-style-type: none"> • Maintain close and effective working relationships.
Visitors	<ul style="list-style-type: none"> • Interact with at programs and events involving animals. • Provide supervision around the animals during programs and events.

Role dimensions

Decision making

This role:

- Takes active ownership of own work, including maintaining a neat, organised workspace and using records management, self-management personnel and other systems.
- Prioritises own workload in consultation with supervisor and in order to meet deadlines and manage daily work schedule.

- Provides prompt and relevant information to internal and external stakeholders.
- Maintains efficient lines of communication.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Seeks advice and clarification from their supervisor regarding matters that fall outside standard guidelines and practices.
- Cooperates as part of a team to achieve agreed operational outcomes.
- Has the acuity to suspend work to enable consultation if there are matters of concern.
- Works independently and as part of a team.

Reporting line

This role reports to the Building & Facilities Coordinator – House Museums Portfolio.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Certificate II in Agriculture with a livestock management and care focus or equivalent training with at least 3 years' experience working in farm assistant roles.
- Current ChemCert AQF3 Chemical Accreditation.
- Experience and competence in the safe operation of tractors.
- Ability to work within the guidelines of the Department of Primary Industries' General Standards for Exhibiting Animals in New South Wales.
- Experience in a wide range of farming skills, including livestock management, pasture development, weed and pest control, operation and maintenance of farm machinery.
- Working knowledge of current WHS legislation.
- A current NSW Driver's Licence, including the ability to drive a manual.
- Current NSW Working with Children check.
- Physical capacity to undertake manual work including lifting, carrying, kneeling, working at heights or on uneven surfaces.
- Current first aid certificate.
- Ability to act as security contact out of hours.
- Flexibility in working hours including the ability to work weekends and nights when required for pest control activities and to support programs.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Be willing to seek out input from others and share own ideas to effectively plan in a timely manner • • Plan and prioritise farm work, pest and weed management.
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> • • Plan budgets and procurement within NSW legislation to optimise budget management • Ensure contractors are inducted and managed on-site • Ensure procurement process occurs in a thorough and timely manner