NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Farm Operations Manager

Position Purpose	In support of the mission and vision of NCC, the role of Farm Operations Manager primarily ensures the strategic management of Berakah Farm through effective planning, staff supervision, resource management, regulatory compliance and the provision of high-quality agricultural learning experiences for students.
Qualifications	Hold a current Queensland Paid Working with Children Check (Blue Card) A formal qualification is preferred (Vocational and/or Tertiary) General farm or agricultural industry experience would be advantageous
Accountability	Head of Agricultural Science, Head of Business Operations and ultimately the Executive Principal
Key Relationships	Students, Teachers, Farm Assistant, Teacher Assistant – Agricultural Science, Head of Agricultural Science

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality
- Understand and uphold responsibilities under the Privacy Act
- Demonstrate an understanding of child safeguarding responsibilities under the Child Safe Organisations Act 2024 and subsequent revisions.

Professional Competencies

The following professional competencies are essential to this position:

- Strong communication and interpersonal skills, with the ability to facilitate collaboration, coordinate activities and maintain effective working relationships with staff, students, volunteers, parents and external stakeholders.
- Ability to maintain situational awareness across farm operations by observing, assessing and responding to the condition, welfare, safety and resource requirements of the farm environment.
- Ability to identify, prioritise, document and follow through on operational tasks, ensuring actions are completed in a timely manner and not overlooked amidst competing priorities.
- Strong planning, organisational and strategic thinking skills, with the ability to coordinate competing priorities and translate plans into practical outcomes that support departmental objectives.
- General farm knowledge and practical skills, including animal husbandry, crop and pasture management, farm machinery operation, property maintenance and the management of multiple agricultural enterprises.
- Ability to plan, prioritise and coordinate resources, facilities, livestock and equipment to support effective farm operations and the delivery of agricultural learning programs.
- Ability to develop, implement and maintain systems, processes, records and digital tools that support efficient and effective farm management, and to administer approved budgets in accordance with organisational policies and delegated authority.
- Ability to supervise, support and coordinate staff, volunteers and other personnel, fostering a collaborative and productive team environment.
- Knowledge of regulatory compliance requirements, risk management principles, workplace health and safety practices, and the ability to identify hazards and take appropriate action to maintain a safe environment.
- Strong problem-solving skills, a commitment to continuous improvement, and a willingness to maintain professional knowledge and skills.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s.

- Provide day-to-day leadership and management of Berakah Farm, ensuring safe, efficient and effective farm operations.
- Develop and implement operational plans, systems and processes that support the objectives of the Agricultural Science Department.
- Supervise, support and coordinate staff, volunteers and other personnel involved in farm operations, including line management of the Teacher Assistant – Agricultural Science.
- Facilitate regular operational planning and coordination meetings with Agricultural Science staff and other relevant personnel to communicate priorities, upcoming activities, resource requirements, weather impacts, College events and other matters affecting farm operations and program delivery.
- Oversee livestock, agricultural enterprises, farm resources, infrastructure and maintenance activities to maintain high standards of animal welfare, husbandry, productivity, presentation and sustainability.
- Support the Agricultural Science program through the timely provision and preparation of resources, facilities, livestock and equipment for planned learning experiences, and ensure the ongoing management, care and development of farm enterprises between and outside scheduled student activities, including weekends and holiday periods.
- Manage procurement, records, budgets, digital systems and administrative processes that support effective farm operations and responsible stewardship of College resources.
- Ensure workplace health and safety, risk management and regulatory compliance requirements are implemented and maintained across farm operations, and contribute to the development and review of associated systems, procedures and risk assessments in conjunction with teaching staff.

- Support and contribute to farm-related events, marketing, community engagement, social media initiatives and other activities that promote the profile, educational value and long-term sustainability of Berakah Farm.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Student Safety and Wellbeing Policy Staff Code of Conduct NCC Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy
Hours of Work	As per Employment Contract