

Role Description

Schools Officer, Grounds

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

18517

Content

Manager No.

17/50085

Work Unit

Nominated School

Nominated Region

Early Childhood and 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

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- 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 responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- 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.

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.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.

- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.

Work Profile

Schools Officer, Grounds (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 (eg: 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. (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 (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).