



Position Description

Farm Support Assistant

AgriPark

Office of the Deputy Vice-Chancellor (Research)

Classification Level 4

Delegation band [Delegations and Authorisations Policy \(see Section 3\)](#)

Special conditions It is a condition of this appointment that, a pre-employment functional screening is required completed.

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed July 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	Engagement All Injury Frequency Rate
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment

Deputy Vice-Chancellor (Research)

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with goal impact. We collaborate with our partners on research with global impact. The Deputy-Vice-Chancellor (Research) (DVCR) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVCR portfolio the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

AgriPark

The Agrisciences Research and Business Park (AgriPark) based on Charles Sturt University's Wagga Wagga campus is a key step in the University's long held vision and commitment to support, facilitate and grow the nations agricultural sector. It provides dedicated infrastructure, services and support to allow innovative industry to co-locate, integrate and collaborate with each other and the multidisciplinary research strengths at Charles Sturt University to meet emerging national and global challenges and enable major advances over the coming decades.

The AgriPark is an innovation precinct that facilitates wealth creation, employment and skills development and is recognised as a world leading centre for agricultural innovation, education, extension, research and development and business opportunity. The clearly articulated intention of the AgriPark is to create an ecosystem of innovative organisations and to curate collaborations between all participants.

Organisational chart



Reporting relationship

This position reports to: Farm Manager

This position supervises: N/A



Key working relationships

- School of Animal and Veterinary Sciences staff and students
- Research staff and students
- Rural community members



Position overview

Assist the Farm Manager to achieve the goals of CSU Farm, through the efficient operation of all farm enterprises.

Principal responsibilities

- Liaise with the Farm Manager to coordinate and implement farm work programs.
- Be proactive in presenting the Farm as an attractive rural setting that is an aesthetically pleasing environment for work, study and to enhance the University's status in the Community.
- Engage with students, academics and external organisations in a positive and constructive manner to enhance the enterprise as a centre of excellence.
- Be willing and capable to participate in activities on the farm, including large modern agricultural machinery operation and maintenance, livestock work, general farm repair and maintenance and capital development projects.
- Operate farm machinery and equipment, work safely and efficiently to achieve work schedules within the University's terms of employment agreement.
- Participate in training when necessary to maintain appropriate skills for all farm enterprises.
- Other duties as required.



Role-specific capabilities

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Take action	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.
Achieve personal work goals and objectives	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of an associate diploma level qualification with relevant work related experience or a certificate level qualification with post-certificate work experience; or Year 12 and at least 4 years relevant experience
- B. Physical capacity to undertake manual labour and demonstrated manual handling techniques.
- C. Knowledge and experience in the operation and maintenance of modern agricultural machinery and practices.
- D. Good communication and time management skills with the ability to maintain accurate records
- E. Current driver's license (MR or higher preferred).

Desirable

- F. Chemical Users Certificate