

Position Description

POSITION TITLE:	Outdoor Educator - Ironbark
REPORTS TO:	Director of Ironbark
MAIN OBJECTIVE:	<ul style="list-style-type: none"> • To support and assist the Director of Ironbark in providing a quality experience for students • To contribute to the achievement of Ironbark’s and the College’s goals and mission. • To work in accord with the relevant Workplace Health and Safety Legislation
DUTIES AND RESPONSIBILITIES:	<p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • lead outdoor activities and provide logistical support as required by the Ironbark program • assist with the planning of the outdoor activity program including risk management • assist in managing the outdoor education equipment, including issue and return of student equipment and maintaining equipment logs. • assist in maintenance of fixed adventure apparatus (e.g. flying fox, Jacob’s Ladder) according to industry standards • assist in maintenance of campsites and vehicular access tracks to camp/activity sites • assist in building and maintaining links with local property owners in relation to the hiking program • contribute to the spiritual life of students • assist with the supervision of students in the dorms when required • assist with farm and maintenance aspects of program as required. • Follow relevant WPH&S guidelines and Ironbark guidelines • Other duties as assigned by the Director of Ironbark.
WORKPLACE HEALTH & SAFETY	<p>The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College’s OHS objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take care to protect their own health and safety, and that of their fellow workers and students. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff. • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances be under the influence of alcohol, drugs or any other dangerous substance whilst on duty. • Set a personal example. <p>Where a staff member obtains evidence of a non-conformance with the WHS</p>

	<p>system, he or she must bring that non-conformance to attention of his or her direct supervisor. Where such non-conformances involve significant risk to anyone’s health or safety, staff must bring them to the immediate attention of their supervisor; failing that, they will immediately inform their manager, up through the chain of command to the Head of College if necessary.</p> <p>Must report a hazard and/or incident <u>immediately</u> to both the Director of Ironbark and the Human Resources Department. Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College’s Performance & Disciplinary procedures.</p>
<p>COMMITTEE MEMBERSHIP:</p>	<p>n/a</p>
<p>SELECTION CRITERIA:</p>	<p><i>The following criteria will be used by the selection panel when short-listing candidates. Applicants should address the main points in their written applications:</i></p> <p>SC1 Qualifications and experience</p> <ul style="list-style-type: none"> • Certificate III or IV in Outdoor Recreation or equivalent skills, knowledge and experience • Demonstrated knowledge or experience in leading two or more of the following: bushwalking, orienteering, rock climbing, abseiling, initiatives, high or low ropes • Experience working with teenagers and sound knowledge of the issues surrounding adolescence and their impact on personal development. • Demonstrated passion and ability in providing high quality educational programs for young adolescents. • Farming or catering knowledge and/or experience, would be desirable. • Current Blue Card, or eligibility to apply for one at induction on first day. • Current Senior First Aid Certificate and CPR. Preferable to hold a current Wilderness / Remote Area First Aid certificate or equivalent qualification • Open Driver’s Licence. <p>SC2 Computer Skills</p> <ul style="list-style-type: none"> • Ability to use MSOffice products (Word and Excel skills) <p>SC3 Policies and Procedures</p> <ul style="list-style-type: none"> • A demonstrated ability to use this information to follow appropriate policies and procedures relevant to Ironbark. <p>SC4 Communication Skills</p> <ul style="list-style-type: none"> • Excellent oral, written and listening communication skills • Demonstrated ability to prioritise and meet deadlines • Demonstrated ability to work independently and as part of a team • Demonstrated ability to fit harmoniously within a residential team working environment • Ability to negotiate with positions at all levels at Ironbark • Ability to deal with sensitive issues and information in a confidential manner • Possession of high level of interpersonal skills

	<ul style="list-style-type: none"> • Demonstrated ability to effectively consult with a range of stakeholders to achieve common goals. • Dedicated to provision of high quality customer service and support to key stakeholders, including students and their families, internal and external customers. <p>SC5 Christian Ethos</p> <ul style="list-style-type: none"> • An active Christian faith or the ability to work within a strong Christian framework and the ability to live within a small Christian community • Support for the Christian ethos of the College. <p>SC6 Physical ability</p> <ul style="list-style-type: none"> • Possession of a reasonable level of physical fitness to perform the duties of the role including cross country running, hiking, vertical rescues, and manual labouring tasks. • A physical assessment may be required in some circumstances. <p>SC7 Other??</p> <ul style="list-style-type: none"> • Musical ability or hobby that you can teach or share with the students at Ironbark.
HOURS OF DUTY:	<ul style="list-style-type: none"> • Full-time • 76 hours per fortnight plus additional hours in lieu of accommodation and other benefits. • 4 Weeks annual leave plus 3 weeks Time Off In Lieu (TOIL) for overtime and public holidays worked • Flexibility to work weekends, some public holidays and school holidays.
CLASSIFICATION	Permanent Full Time Schools Officer Award – Level 4 Refer Outdoor Education Schedule 14 QLD Lutheran Schools Single Enterprise Agreement 2016
LOCATION	Ironbark is located at 318 Back Creek Road, Crows Nest, Queensland. Accommodation is on site within the natural bush and farming setting in one of the 7 staff residences. The closest small town is Crows Nest (5km) and closest city is Toowoomba (48km).

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

Please note that this Position Description can alter with changes in the roles and responsibilities of the position, and that it will be used as a framework for regular appraisal.

Dated: 11/07/2017