



## POSITION DESCRIPTION

POSITION:	Timbertop Farm Manager
DEPARTMENT:	Timbertop Operations
CAMPUS:	Timbertop
REPORTS TO:	Business Manager
DIRECT REPORTS:	Timbertop Farmhand
EMPLOYMENT STATUS:	Full Time
CLASSIFICATION:	B4
APPROVAL:	August 2025

### WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

**Bostock House** (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

**Toorak** (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

**Corio** (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

**Timbertop** (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

The **Timbertop Farm** encompasses 200 hectares of productive farmland, supporting cattle, sheep, and vineyard enterprises. As a 'School with a Farm,' Timbertop integrates agricultural operations with educational outcomes, playing a vital role in delivering the Agriculture and Land Management Curriculum. The diversity of enterprises provides rich learning opportunities, while the adoption of industry-leading farming practices ensures both operational excellence and educational relevance.

## **POSITION OBJECTIVE**

The Farm Manager is responsible for the effective day-to-day management of the School's farm property, with a focus on implementing and showcasing best-practice farming techniques, ensuring high standards of animal welfare, and driving continuous improvement across all farm operations. A key component of this role is the successful execution of the Timbertop Farm Plan.

In addition to operational responsibilities, the Farm Manager supports the delivery of the Agriculture and Land Management Curriculum by assisting teaching staff and facilitating practical farming demonstrations. The role also includes the supervision and guidance of the Timbertop Farmhand.

## **KEY RESPONSIBILITIES**

The Farm Manager plays a vital role in integrating practical farming expertise with educational engagement at Timbertop. Responsibilities include:

### **Educational Support & Student Engagement**

- 1) Collaborate with teaching staff to deliver hands-on learning experiences aligned with the Agriculture and Land Management Curriculum.
- 2) Demonstrate practical farming techniques during student classes, including:
  - a. Livestock care: drenching, vaccination, lamb and calf marking, grooming, pregnancy testing, artificial insemination.
  - b. Horticultural practices: pruning, Baume testing, and seasonal picking.
- 3) Provide mentorship and technical guidance to students during Team (Show cattle) Activities, fostering curiosity and respect for agricultural work.

### **Livestock & Animal Husbandry**

- 4) Oversee all aspects of animal husbandry, including calving, lambing, bull selection, stock replacement, and sale of livestock.
- 5) Prepare cattle for shows, ensuring presentation and welfare standards are met.
- 6) Ensure compliance with current animal welfare legislation and industry best practices, advising the School on ethical and sustainable care.

### **Environmental Stewardship**

- 7) Lead initiatives in land and environmental management, with a focus on:
  - a. Erosion control and land regeneration.
  - b. Strategic property fencing and water frontage protection.
  - c. Weed management, pasture improvement, and reduction of combustible vegetation.
  - d. Feral animal monitoring and control.
- 8) Promote sustainable farming practices that align with the Timbertop Farm Plan and broader environmental goals.

## **Farm Operations & Safety**

- 9) Manage farm assets and infrastructure, ensuring all equipment, buildings, and grounds are well-maintained and the property remains clean, safe, and visually presentable at all times.
- 10) Maintain a safe and efficient working environment by managing Occupational Health & Safety (OH&S) requirements in line with best-practice farming standards.
- 11) Ensure all farm activities are conducted with a strong focus on risk management, safety compliance, and continuous improvement.

## **Farm Planning & Strategic Delivery**

- 12) Lead the implementation and ongoing delivery of the Timbertop Farm Plan, ensuring alignment with educational objectives, sustainability targets, and operational excellence.
- 13) Engage proactively with the Timbertop community, providing regular updates on farm progress, activities, and developments to foster transparency, collaboration, and shared understanding.

## **ORGANISATIONAL RELATIONSHIPS:**

### **Internal Liaisons**

- Timbertop Operational and Teaching Staff
- Timbertop Students
- OHSW Business Partner
- Student Safeguarding and Risk Officer
- Corio Facilities Department

### **External liaisons**

- Suppliers and Contractors
- Veterinary Services
- Local wineries
- Parents and Guardians
- Visitors to Timbertop campus
- Government agencies
- Local Authorities

## **KEY SELECTION CRITERIA:**

- Experience in, and sound knowledge of, farming practices
- Demonstrated interest in, and knowledge of sustainable farming practices
- Well-developed interpersonal and communication skills with a proven ability to create and foster strong relationships at all levels
- Demonstrated experience in planning, delivering, and managing agricultural projects and infrastructure improvements, including fencing, water systems, livestock facilities, and land regeneration initiatives
- Ability to operate machinery including tractor, chainsaw and front-end loader
- Excellent organisational, administrative and time management skills
- Demonstration of Courage, Compassion and Curiosity and application of the Strategic Imperatives
- Computer Skills including MS word, MS Excel, Officer 365 and the ability to use data bases and specific software such as AgiWebb and Chemwatch

## **QUALIFICATIONS AND EXPERIENCE:**

- Tertiary or Trade qualification in agricultural or related field, including relevant practical work experience.
- Experience in general farming techniques with animal husbandry experience.

- Ability to operate various pieces of maintenance/ farming equipment in a safe and responsible manner including saw bench, chain saws, power tools, tractors, slashers, post-hole diggers and various other implements/equipment.
- Chemical Handling Certificates and experience with safe handling and management of chemicals.

#### **Desirable**

- Previous experience in implementing sustainable farming practices
- Horticultural experience will be highly regarded.
- Experience working with students in an education environment
- Anaphylaxis
- First Aid
- CPR

#### **COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:**

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

#### **OUR COMMITMENT TO STUDENT SAFEGUARDING**

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

#### **WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK**

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

#### **OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS**

- Current driver licence is essential to the role
- The incumbent may be required to travel to other campuses, and stay overnight (or longer)
- Attendance at School and House events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.