



JOB DESCRIPTION:

Position:	Farm and Workshop Manager: Fulton Adventist University College (FAUC)
Employer:	Fulton Adventist University College owned and operated by the Trans Pacific Union (TPU) of the Seventh-day Adventist Church
Location:	Fulton Adventist University College Sabeto Campus, Nadi Fiji
Revised:	October 2021

Fulton Adventist University College Mission Statement:

To empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

Position Summary:

The role of the Farm and Workshop Manager is to be responsible for the operations of FAUC Farm and to maintain farm machinery used at the farm and campus.

Qualifications Required:

1. Must be a practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterized by a deep desire for worship and service to God;
2. A record of successful prior experience in managing a large farm and relevant experience in repairing and maintaining farm machinery and equipment;
3. Have an interest in and aptitude for cross-cultural ministry;
4. Have an interest in and enthusiasm for exploring new ideas in agricultural practices.
5. Aptitude for supervising students as part of the Work Education Program.

Core Competencies:

1. Strong farm management and planning skills;
2. Strong knowledge of various crop production, including application of fertilisers and pesticides;
3. Strong knowledge and skills in repairing of farm machinery and small engines;
4. Strong knowledge of plumbing skills to construct and maintain the water irrigation system;
5. Well-developed planning and machine maintenance skills;
6. Strong supervisory skills and hold those in their care to account for their work performance;
7. Well-developed interpersonal and relationship skills;
8. An ability to train staff,
9. Good problem-solving skills.

Specific Responsibilities:

1. Be responsible for the production of agricultural crops to supply products to the College dining hall for student consumption;
2. Develop plans for the usage of agricultural land for various crop production;
3. Supervise the work of the farm staff, including Work Education Program (workline);
4. Advise the Business Manager of the material requirements for the various agriculture needs;
5. Keep a stock control system of all the materials procured for the operation of the college farm;
6. Maintain accounts and record of hours worked by workers under your supervision, and submit these each week to the Business Manager;
7. Be responsible for the care of all tools and equipment of the farm;
8. Be responsible for the operation and care of all farm equipment, irrigation equipment and small engines;
9. Respect, support and practice the ethos of Seventh-day Adventist education, especially the principles of the Work Education Program
10. Any other responsibility assigned by the College Administration.

Occupational Health and Safety

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

Committee and Board Membership:

1. Infrastructure Committee
2. As appointed by the Staff Meeting

Key Performance Indicators:

1. Consistently reflects the mission and values of the Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.
4. Has a thorough mastery of the specific knowledge and competencies required for this position.
5. Consistently demonstrates sound judgment in decision making.
6. Actively nurtures and supports all persons who report to them.
7. Is respected by staff and students as a Christian professional.
8. Supports the administration in the effective management of the College.
9. Seeks guidance from appropriate sources when involved in important decision making
10. Consistently ensures that all appropriate occupational health and safety procedures are implemented in their areas of responsibility.
11. Responds positively to feedback.

Terms and Conditions:

The terms and conditions shall be read in conjunctions with the *Fulton Adventist University College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

Appointed by:

Fulton Adventist University College Administrative Committee.

Term:

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office for three years at which time the term may be renewed.

Performance appraisal:

Informal review after 6 months then formal appraisal at 12 months.

Responsible to:

Principal and Fulton Adventist University College Administration.

Remuneration:

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook*, and the *SPD Working Policy*.

Confirmation:

Name of the appointed person: -----

Signature of the appointed person: -----

Date of signing: -----

Signature of witness: -----
(Fulton Adventist University College Officer)