



Charlton Feedlot

	POSITION DESCRIPTION	
Position:	Assistant Feedlot Manager	Writer: Roger Elliott
Incumbent:	TBA	Approvals: Roger Elliott
Reports to: (Title)	Feedlot Manager	
Organisation Unit:	Elders International Trading	
Location:	Charlton Feedlot	

1. ACCOUNTABILITY OBJECTIVE

Manage the feedlot team in all aspects of feedlot operation, including livestock, feedmill, maintenance and administration. Communicate closely with feedlot management, clients and customers with regards to general feedlot operations. Support the management team and customers in decision making and reporting.

2. DIMENSIONS

Charlton Feedlot is a 20,000 head licensed feedlot based at Charlton, Victoria. It is owned by Elders Limited and currently custom feeds for a number of domestic and international markets.

This position is requires:

- An excellent knowledge of and skill in utilising the Elders and feedlot operating systems and business software, is required.
- An excellent knowledge of applicable guidelines, codes of practice and licences as well as local, state and federal legislation.

3. NATURE AND SCOPE

- Reports to the Feedlot Manager.
- Oversee the OH&S requirements relating to 20+ staff, vehicles, feedmill and the feedlot.
- This position requires excellent communication between all levels and sections of the feedlot as well as Elders management.

4. PRINCIPAL ACCOUNTABILITIES

4.1 Responsible for the financial performance of the business:

- Achievement of Budget.
- Achievement of site objectives and KPI's.
- Cost minimisation and profit maximisation.
- Ensure end of month reports are completed accurately and on time.

4.2 Monitor the administration of a comprehensive OH&S system within the feedlot by:

- Monitoring all accident and incident reports and relevant documentation.
- Ensuring that the feedlot maintains a safe working culture.
- Ensure that safe working procedures are implemented.
- Ensure hazards and unsafe practices/areas are identified.
- Ensure regular safety audits are conducted onsite.
- Undergo any required training.
- Ensure staff have the relevant training relating to safe working practices.
- Be informed of safety committee meetings and the outcomes.
- Liaise with Elders state and national Occupation Health, Safety and Environment Advisors.

4.3 Ensure that the feedlot and staff operate within the following guidelines at all times:

- National Feedlot Accreditation Scheme (NFAS).
- Meat Standards Australia (MSA).
- Woolworths Quality Assurance (WQA).
- ISO 9001:2009 (Quality Business Management).
- ISO 14001:2004 (Quality Environmental Management).
- CattleCare.
- Wimmera Mallee Water Licenses.
- HACCP.
- Elders & Charlton Feedlot Policies and Procedures.
- Elders Meat and livestock Charter.
- All other relevant local, state & federal Legislation, guidelines and codes of practice.

4.4 Customer, Client and Industry Liaison:

- Attend regular meetings and on site visits with customers, clients and other stakeholders.
- Ensure relationships with neighbours and the local community are maintained.
- Communicate and maintain involvement with Wimmera Mallee Water to ensure the sustainability of the supply of quality water.
- Build the profile of the feedlot.
- Ensure that a strong relationship is kept with the local council & regulatory bodies such as the DPI.

4.5 Product Realisation:

- Work closely with the livestock manager and the feedmill manager to ensure that the feedlot is producing a product of consistent quality meeting feedlot & customer specifications.
- Ensure monitoring of feedback sheets is completed and analyse areas of improvement.
- Strive for continuous improvement.
- Monitor performance of team and team members in achieving business objectives.
- Maintain the quality and business management systems that underpin the feedlot operations.

4.7. Any other duties as may be required at times.

4.8. Work in a healthy and safe manner in accordance with the Elders Ltd. Occupational Health & Safety Policy and all relevant State and Federal legislation.

- Attend all required safety training.
- Report fit for work.
- Protect own safety and health and not adversely affect the safety and health of others.

4.9 Staff:

- Conduct Performance Reviews against agreed objectives. Motivate and support staff by developing common goals and recognising individual efforts.
- Oversee the development and implementation of a training plan to enhance people's skill levels. Ensure development of staff to support strategic direction and business objectives by providing guidance and training support.
- Assess staff competencies on a regular basis.

4.10 Contractors

- Ensure all contractors work in a safe manner onsite.
- Work closely with the consulting veterinarian to achieve site objectives.
- Work closely with the consulting nutritionist to achieve site objectives.
- Work closely with the manure contractors to minimise on site storage.

4.11 Daily Operations:

- Ensure teams are operating within company policies and procedures.
- Ensure pen cleaning is monitored and pens cleaned regularly.

4.12 Ensure that employees work safely and ethically and that company property is well maintained, tidy and secure.

- Maintain a high level of individual and team professional ethics, standards and behaviours.
- Adhere to company policy and procedures on all matters relating to health and safety of themselves and co-workers.
- Ensure compliance with relevant company policies, industry codes of practice and trade practices legislation.

4.12 Responsibility and Authority for:

- Ensuring that processes needed for the business management system are established, implemented, and maintained;
- Reporting to top management on the performance of the business management system and any need for improvement;
- Ensuring the promotion of awareness of customer requirements throughout the organisation.

5. TRAINING AND EXPERIENCE REQUIRED FOR POSITION

- At least 2 years Feedlot experience.
- Knowledge of Feedlot 3000 and Stockaid computer applications.
- Sound knowledge of company policies and procedures.
- High skill level in Microsoft office applications, especially Word, Excel, Access and Outlook.
- Excellent written and oral communication skills, in person and over the telephone.
- Knowledge of Victorian OH&S requirements and legislation.
- Proven leadership and management skills.