



Australian Wagyu Association

Position Description

Position: Member Services Officer (MSO)

Reports to: Technical Services Manager

Direct reports:

- Nil

Background:

The Australian Wagyu Association (AWA) is a member-based company that represents the interests of Wagyu cattle breeders and supply chain partners within Australia but also internationally. Through the collective efforts of our members, we undertake scientifically backed research and genetic improvement programs and maintain a register of Wagyu animals to consistently improve the Australian Wagyu genetic base. We have more than 600 members, some of which are Australia's largest Pastoral interests and 100 of which are international members (Wagyu producers from other countries).

The AWA is focused on accelerating the Wagyu cattle industry within Australia, which is already the most profitable sector of the Australian Beef Industry. Wagyu cattle obtain significant premiums compared to other breed-types and their beef is a luxury product that is traded globally. Wagyu cattle are clearly recognised as the number one beef eating experience in Australia and for export and provide the most profitable beef production in Australia. The Australian Wagyu Industry is recognised as the number one source of the world's elite Wagyu genetics, breeding livestock and beef products outside of Japan.

This is critically dependent on accurate dissemination of information to members and to animal registration to establish pedigree and enable recording of other performance information. The organisation is expanding with membership estimated to grow at 10% pa and registrations at 20% pa.

Wagyu Genetic Analysis

BREEDPLAN genetic analysis and its prediction of breeding potential through Estimated Breeding Values (EBVs) and Indexes are vital to breeding optimisation and genetic improvement. Animal pedigree registration is the first stage of the recording of animal information, with performance data added throughout the life of the animal. All pedigree and performance data is analysed by BREEDPLAN on a monthly basis. Large volumes of growth and carcass data are available for the commercial progeny of registered sires and dams. That data must be identified and loaded along with genotypes where cost-effective.

Employment Arrangements

The person appointed to this position will be employed in a full-time position within the Australian Wagyu Association.

**Role:**

The MSO will assist in delivering the Goal of Product Improvement through assisting with all aspects of membership establishment, animal registration and performance data loading. They will work closely with AWA stakeholders including:

- The Agricultural Business Research Institute (ABRI) and its BREEDPLAN team to register animals and load performance data as required and to provide member advice on the recording of performance data and use of BREEDPLAN;
- The University of Queensland Animal Genetics Laboratory (UQAGL) for DNA testing;
- Overseas Wagyu Associations for which AWA has contracted services; and
- AWA Financial Services to ensure ILR2 system integration with the QuickBooks accounting system.

Responsibilities:

The position will be responsible for the following duties:

Membership Services

All aspects of membership establishment and maintenance including:

- Advising on membership
- Recording new membership
- Maintaining membership details
- Reporting membership statistics
- Developing Standard Operating Procedures for membership services
- Assisting with development and maintenance of membership Bylaws
- Assisting with continued membership growth.

Registration Services

All aspects of Registration Services including:

- Advising on animal registration
- Liaising with UQAGL and other approved international DNA laboratories to receive DNA parent verification and other test results
- Registering animals into the AWA database
- Maintaining animal registration details
- Load and update various test results
- Transferring registered animals between members
- Conduct animal registration and data load consultancy services
- Reporting registration statistics
- Assisting the Finance Officer with End of Month financial procedures
- Developing Standard Operating Procedures for Registration Services
- Innovating registration systems
- Development and maintenance of animal recording Bylaws
- Assisting with continued registration growth.

Performance Data Load Services

Assist the TSM and ABRI BREEDPLAN staff to load animal performance data on the full range of traits recorded and analysed by BREEDPLAN.



Other duties as required.

Location:

The AWA head office is located at ABRI within the University of New England, Armidale NSW. The position will operate from head office and may be required to travel throughout Australia.

Selection Criteria:

Essential:

1. Administration skills of a high order.
2. Ability to learn and use complex computer database systems.
3. Ability to manage multiple processes and tasks simultaneously.
4. Well-developed customer liaison and written and oral communication skills.
5. Ability to develop innovative solutions.
6. Current drivers licence.

Highly desirable:

1. ILR2 membership and animal registration recording skills.
2. Experience in stud stock breeding, recording and genetic principles.
3. Appropriate administration qualifications.
4. Experience and skills in basic accounting.
5. Experience and skills in Microsoft systems including Word, Excel and Outlook.
6. Enjoyment of working in the rural sector.

Please send applications to : matt@wagyu.org.au