

Position Description – Station Manager

1. Manage station staff
 - (a) Supervise staff selection and negotiate suitable conditions of employment. Note key positions will be required to be approved by the Board based on your recommendation.
 - (b) Allocate daily duties of supervisory staff and oversee station work plans.
 - (c) Manage dispute resolution and day-to-day welfare issues associated with staff.
 - (d) Oversee staff induction and training.
 - (e) Oversee performance review and development process.
2. Plan and implement animal husbandry programs
 - (a) Ensure cattle husbandry practices are carried out in an efficient and timely manner and according to the Calton Hills procedures.
 - (b) Ensure all animal handling and treatment is conducted within the guidelines of the Model Code of Practice for the Welfare of Animals – Cattle.
 - (c) Undertake herd management practices to meet budget and development goals.
3. Contribute to the development and review of Calton Hills livestock budgets and manage herd sales and purchases
 - (a) Develop performance objectives for the station.
 - (b) Complete cattle budget spreadsheets with opening and closing inventory, estimated turnoff (numbers and classes and times); and feed reserves (estimated by surplus carrying capacity) annually; revise quarterly.
 - (c) Advise the Board of feed supply and seasonal conditions.
 - (d) Monitor growth rates and condition of stock.
 - (e) Plan cattle sales and purchases as required.
4. Maintain records for the company's livestock information system
 - (a) Maintain herd records, complete MTN's and stock returns.
 - (b) Prepare bangtail muster return when due.
 - (c) Ensure all records are kept securely and backed up daily.
5. Ensure the station meets the requirements of the company Quality Assurance program
 - (a) Ensure cattle are identified according to the current company practice.
 - (b) Ensure records of cattle movement and cattle treatments are kept.
 - (c) Maintain chemical inventory, record of chemical treatments; paddock treatments.
 - (d) Ensure staff are trained and/or supervised as appropriate in chemical handling and recording and chemical training records are kept.
 - (e) Ensure any documentation required for the Quality Assurance program such as National Vendor Declarations are completed in a timely manner.
 - (f) Ensure all quality records are kept in accordance with company policy.
 - (g) Ensure any contaminated sites are properly quarantined and managed.
 - (h) Oversee the internal auditing of the quality system on a regular basis and organise external audits as required.
6. Manage the environmental and natural resources of the station and maintain appropriate records
 - (a) Manage the movement of cattle to ensure optimum use of pasture and the long term sustainability of pasture.
 - (b) Oversee the development and management of water resources to ensure a continuous supply of water for cattle and a spread of water resources to allow maximum pasture utilisation.
 - (c) Oversee the development and implementation of weed or pest management plans as required.
 - (d) Maintain rainfall records.

- (e) Support the continued development of resource mapping for management purposes e.g. woody weeds, fencing along water ways.
 - (f) Maintain pasture monitoring records.
7. Plan and implement annual maintenance and capital improvement programs
- (a) Plan annual improvement program with the Board.
 - (b) Supervise the implementation of the plan.
 - (c) Supervise maintenance of all assets on an on-going basis.
8. Manage station finances
- (a) Assist with the preparation annual budget for station and revise quarterly.
 - (b) Authorise all invoices/statements for payment.
 - (c) Maintain financial management records in co junction with the Accountant.
 - (d) Review and analyse station profit and loss reports for monthly report.
9. Report to company.
- (a) Prepare monthly reports for the Board.
10. Manage the implementation of Calton Hills training program on the station.
- (a) Ensure training and assessment is carried out consistently and fairly.
 - (b) Ensure enough time is designated to training to ensure employees receive adequate training and assessment support from their supervisors and trainers.
 - (c) Train team members and complete any required documentation.
11. Ensure workplace health and safety policies and procedures are implemented, actioned and continually improved to provide and maintain a safe and healthy work environment
- (a) Provide the necessary financial and product resources to ensure a safe workplace is maintained and work with senior management to plan for extra budget resources where required.
 - (b) Participate in all company safety management training as required and impart this knowledge to all parties under your care.
 - (c) Ensure the provision and maintenance of safe plant and equipment.
 - (d) Keep up to date with legislative changes and amendments, Australian Standards, Codes of Practices and industry standards applicable to the operations.
 - (e) Ensure there is appropriate safe access to and from the workplace for all workers, visitors and contractors.
 - (f) Ensure all visitors and contractors are inducted and demonstrate conduct in accordance with Company policy and procedures while working for the Company.
 - (g) Actively identify and assess hazards, incidents and injuries, ensure appropriate reporting is followed and ensure documentation is maintained.
 - (h) Ensure all reported hazards are investigated and corrective actions are identified, implemented, reviewed and documented.
 - (i) Report for work in a safe manner, unaffected by drugs and/or alcohol and ensure all employees under your care do likewise.
 - (j) Protect own health and safety and do not adversely affect the safety and health of others.
 - (k) Ensure all company vehicles are maintained and driven safely at all times.
12. Implement risk management strategies developed for child protection and intervention.
- (a) Help maintain the safety, welfare and well-being of children at all times during their participation in activities on your station.
 - (b) Do not knowingly participate in any illegal or unethical activity and abide with all company policies in relation to child protection and intervention.
 - (c) Report any suspicions of abuse to the Board.

For any other information contact Paul McGuiness at paul@mcbfms.com.au or by phone 0427 430764. Submissions should be sent to the above email address by 11 December 2018.