

POSITION	LOCATION	REPORTING RELATIONSHIP
Head Stockman	Roebuck Export Depot	Depot Manager
<b>ORGANISATIONAL CONTEXT</b>		
<p>Primary Partners Pty Ltd (PPPL) is a wholly owned subsidiary of Nyamba Buru Yawuru Ltd (NBY) and is the company which has management and control of Roebuck Export Depot (RED). Both live export and the ability to move cattle to southern WA in accordance with biosecurity conditions, underpins the pastoral industry of Northern WA, and RED provide a fundamental service provision to the industry. The facility has the capacity to hold over 17,000 head at any one time and is utilised by exporters and livestock agents to aggregate cattle for live export markets as well as handling transit cattle for the domestic markets. The facility operates under strict environmental and animal welfare standards and holds animal welfare in the highest regard.</p>		
<b>PRIMARY FUNCTION</b>		
Reporting to the Depot Manager, oversee all aspects of cattle management in the Roebuck Export Depot.		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Nil</li> </ul>		<ul style="list-style-type: none"> <li>Depot Manager / Assistant Depot manager</li> <li>Admin Manager</li> <li>Operations Administrator</li> <li>PPPL staff</li> <li>Relevant industry stakeholders</li> </ul>
<b>KEY RESPONSIBILITIES</b>		
<p><b>Under the direction of the Depot Manager:</b></p> <ul style="list-style-type: none"> <li>Oversee all aspects of cattle management in RED, in accordance with industry best practice which includes: <ul style="list-style-type: none"> <li>Movement of cattle.</li> <li>Husbandry and welfare of cattle.</li> <li>Pen allocation.</li> <li>Feeding compliance.</li> <li>Overseeing of drafting, weighing and dipping.</li> <li>Co-ordination of receiving and load-out of cattle.</li> </ul> </li> <li>Have a high level of communication with the Livestock Manager on daily happenings.</li> <li>Ensure that all documentation is completed to the highest level of accuracy.</li> <li>Assist with machinery operation and maintenance, as required.</li> <li>Oversee a team of stock people.</li> <li>Contribute to the provision of a safe working environment for employees, contractors and customers by: <ul style="list-style-type: none"> <li>taking care to protect personal health and safety at work;</li> <li>not adversely affecting the health and safety of other employees and customers;</li> </ul> </li> </ul>		

- detecting and highlighting hazards, then eliminating, controlling or logging these;
- complying with all reasonable instructions, policy, procedures and safely using equipment; and reporting any accidents or near misses which may occur.
- Balance and oversee competing demands and allocation of resources, plant and equipment across the property.
- Maintain a clean and hygienic working environment and living quarters and ensure other staff adhere to these requirements.
- Conduct a respectful and constructive relationship with Traditional Indigenous Owners and groups associated with the local Indigenous community.
- Attend and satisfactorily engage in all training activities/courses on or off site
- Undertake other duties as directed by the Livestock or Depot Manager

#### **INDIVIDUAL COMMITMENT**

- All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety standards and practices relevant to the pastoral industry, and it is the responsibility of all employees to ensure they and their co-workers always adhere to such standards, and that visitors to the property always comply with all safety instructions.
- Actively embrace and integrate PPPL & NBY's vision, mission and values into the role, and model appropriate behaviours.
- Enact PPPL & NBY's conditions of employment, code of conduct, and organisational policies and procedures, and adhere to relevant legislative requirements.
- Continuously identify opportunities for improvement.

#### **PRE-EMPLOYMENT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT**

1. National Police Clearance.
2. Subject to the approval of the Delegate accrued Annual Leave must be taken during the "Wet Season" or "Off Peak" season.
3. There will be a requirement to undertake extended out of hours of work during peak periods.

Details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the role.

Depot Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_