

POSITION	LOCATION	REPORTING RELATIONSHIP
Operations Administrator	Roebuck Export Depot	Depot Manager
ORGANISATIONAL CONTEXT		
<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>		
PRIMARY FUNCTION		
<p>The Operations Administrator plays a critical role in supporting the Admin Manager with the day-to-day operations of the office, as well as supporting the Depot Manager and other staff in relevant operational tasks.</p>		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none"> Nil 		<ul style="list-style-type: none"> Executive Director Agricultural Operations Depot Manager / Assistant Depot manager PPPL staff Relevant industry stakeholders NBY staff
KEY RESPONSIBILITIES		
<ul style="list-style-type: none"> Support the Admin Manager in administration duties, including NLIS data management, invoicing/accounts and general office tasks. Weighing cattle, producing weight summaries, and emailing to recipients as required immediately after cattle are weighed. Liaise with Stock agents and transporters to ensure all details from cattle received/loaded out are recorded/obtained as required (e.g., NVD's, Dip Clearance paperwork, NT Health Certificates, Border crossing papers etc.) Daily stock on hand reconciliation: <ul style="list-style-type: none"> Assisting livestock crew with the unloading and loading of trucks, dipping, drafting of cattle and stock movements. Prepare and complete required documentation accurately. Comply with all reasonable instructions, policy, procedures and safely using equipment; and reporting any accidents or near misses which may occur. Maintain a clean and hygienic working environment. Conduct a respectful and constructive relationship with Traditional Indigenous Owners and groups associated with the local Indigenous community. Undertake other duties as directed. 		

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.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Experience in administration and bookkeeping, ideally in the agricultural sector.
2. Excellent communication and interpersonal skills to effectively correspond with staff, contractors, suppliers, and stakeholders.
3. Experience in working with livestock and cattle management.
4. Good organisational and time management skills to managing multiple tasks and meet deadlines.
5. Experience living and working on a remote, rural property.
6. Ability to show initiative and think outside the box.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

7. Any formal certification e.g., TAFE certificates, first aid.
8. Knowledge of Yawuru culture and Country.
9. Experience in working with Indigenous people.

PRE-EMPLOYMENT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

10. National Police Clearance.
11. Subject to the approval of the Delegate accrued Annual Leave must be taken during the "Wet Season" or "Off Peak" season.
12. 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 _____