

JOB DESCRIPTION

POSITION:	Station Hand
REPORTS TO:	Station Manager
UPDATED:	November 2025

The primary objective of the Station Hand role is to provide general support to the Station Manager to achieve the overall business objective.

DUTIES AND RESPONSIBILITIES:

- Assist in the duties required to manage and develop the livestock herd:
 - Mustering, processing and trucking cattle.
 - Fencing, checking waters, lick runs, and other general property duties as required.
 - Work both independently and in a small team, with strong communication skills.
 - Complying with Health and Safety policies and procedures.
- Maintain, develop and improve facilities, equipment, machinery and infrastructure on the property.
- General livestock husbandry and herd management.
- Ensure all livestock are handled in a quiet and sensible manner and ensure the welfare of livestock at all times using low stress management tools.
- Strictly adhere to all policies and procedures, including workplace health and safety legislation.
- Operation, service and general repairs and maintenance of associated vehicles, plant machinery, equipment and infrastructure.
- General property and garden maintenance, including but not limited to fencing, water systems, yard maintenance and weed control.
- Feral pest control.
- Follow and adhere to any documentation and reporting requirements as required by the business.
- Support the continued development of resource mapping for management purposes eg: woody weeds and fencing along waterways.
- Report any suspicions of abuse to the appropriate personnel.
- Provide general support to the Station manager to achieve the smooth running of the station.

- Adhere to all policies and procedures outlined in company manuals and handbooks.
- You may also be required to perform other duties required by the Company, as appropriate to your level of skill, experience and qualifications.

Requirements and Qualifications

- Previous experience in similar role, favourable but not essential.
 - Highest standards in animal welfare.
 - Have experience working with cattle (low stress stock handling experience is highly desirable).
 - Be a confident horse rider, with experience mustering cattle.
 - Have experience operating machinery, basic maintenance; highly regarded but not essential.
 - A current manual drivers license, truck license highly regarded.
 - Have experience complying with Health and Safety policies and procedures.
 - Be self-motivated, tidy, enthusiastic and have a great attitude towards what you do.
-
- Diploma in Agriculture or equivalent experience
 - Current driver's license
 - Q Fever Vaccinated – company will support vaccination and assessment
 - Rural and Remote First Aid Certificate (advantageous) – will provide
 - Grazing for Profit (advantageous)

Competencies

- Strong communication skills
- Self-aware and accountable

ESSENTIAL REQUIREMENTS

Skills

- Excellent vocational literacy and numeracy skills.
- Excellent organisational and time management skills.
- Mature and rational approach to problem solving.
- Ability to communicate effectively, including providing clear instructions and feedback.
- Sound time management and ability to prioritise.
- Timely delivery of information.
- Ability to identify potential conflict amongst domestic staff.
- Demonstrate and explain company values and policies.
- Sound knowledge of RFDS procedures and expectations.
- Proficient computer knowledge (Microsoft office applications and Outlook).

Position Attributes:

Team Player

The Station Hand will demonstrate teamwork skills within the Equine and Stud Infrastructure and across all the Willinga Pastoral teams. This includes no office politics by always showing equal respect to your colleagues and team members. As the Station Hand will have daily interaction with the public, the Station Hand will need to develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by the Management team.

Delivery of Service

The Station Hand must ensure the delivery of service to the public, sub-contractors and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Station Hand must be professionally presented in the supplied Willinga Pastoral uniform and have a clear understanding that they are always representing the business in a professional manner.

Organisational and Time Management skills

The Station Hand will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and filing are completed in a timely manner to ensure data and costs are recorded effectively.

Willinga Pastoral Values

The Station Hand will positively follow the Willinga Pastoral Values to ensure the culture is maintained as a family owned, positive and professional business.

Feedback

The Station Hand will participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. The Station Hand will use this feedback to understand development and learning opportunities associated with

their role within the business. Annual reviews will be conducted with your direct manager and Head of Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that the Station Hand engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Confidentiality

The role of the Station Hand requires handling of sensitive information of all clients of Willinga Pastoral. It is expected that the Station Hand will not divulge any confidential information to any third party or employees unless directed to do so by the Head of HR or Managing Director. Refer to the **Confidentiality Information Clause (Schedule 2)** of your employment contract.

Self-Starter

The role requires a level of autonomy in that the Station Hand provides support to the Station Manager, colleagues and other stakeholders and will not have to require ongoing direction. That is, the Station Hand will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The Station Hand is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Relevant WHS management software.
- Relevant employment software (ELMO/SWAG)

Target Safety – Aim High

All Willinga Pastoral workers have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are able, with any reasonable instruction that is given by Willinga Pastoral Management to allow it to comply with its work, health, and safety obligations.
- comply with any reasonable policy or procedure of Willinga Pastoral relating to work health and safety.

- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Willinga Pastoral employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Willinga Pastoral.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.
- Collection, analysis of risk related and compliance information and share with Willinga Pastoral employees and management where required.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____