

# POSITION PROFILE

## Farm & Stud Overseer

### Agriculture and Rural Operations

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| <b>Position Number</b>         | 4807                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Position Classification</b> | Professional Level 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location</b>                | Katherine Rural Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Reporting to</b>            | 6527 VET Team Leader Agriculture and Rural Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Special Provisions</b>      | <ul style="list-style-type: none"><li>• Appointment is contingent upon receipt of a satisfactory National Criminal History check and an NT Working with Children clearance</li><li>• Must be able to work flexible hours and weekends as required. It is a requirement of the position for the occupier to hold a current clean NT HC drivers' licence or have the ability to obtain within a negotiated time frame.</li><li>• Possess an NT firearms licence or have the ability to obtain within a negotiated time frame.</li><li>• Possess a current SMART train Users qualification or have the ability to obtain within a negotiated time frame.</li><li>• Pre-Employment Medical may be required.</li><li>• Requirement to live on campus.</li></ul> |
| <b>Required competencies</b>   | <ul style="list-style-type: none"><li>• Relevant Certificate IV qualification (or equivalent combination of qualifications and/or extensive experience).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

#### Purpose of the Position

The College manages the Katherine Farm and Stud to serve regional and remote clients and provides enhanced training opportunities for a diverse range of students, communities and industries. Katherine Farm and Stud is used as a training venue to provide training opportunities in agriculture, horticulture and conservation land management and degree education as well as other research and training opportunities. The Stud and Farm is a 4400-hectare property situated 16km north of the town of Katherine.

The Katherine Farm and Stud Manager is a working manager role, responsible for managing and undertaking the day-to-day operations of the Katherine Farm and Stud. The role is responsible for stud and commercial livestock, cropping, pasture, mechanical, and infrastructure management. plays a key leadership role in the decision-making process around repair and maintenance of the facilities.

The role contributes to growing the farm and stud business, contributes to the teaching business and anticipates and responds to industry training requirements.

The role is supported by the Farming and Cropping Overseer which coordinates the development, implementation and maintenance of irrigated hay production, cropping and other farming techniques, with consultation with the Farm and Stud Overseer and external stakeholders and professionals.

#### Duties

The following accountabilities are not exhaustive and may include others as directed from time-to-time.

### **Livestock Management**

- Principle Investigator of the Animal Ethics Projects associated with the property (currently 2).
- Animal health and husbandry program and duties.
- Stud recording duties in line with enterprise requirements.
- Mustering and moving of stock.
- Supplementary feeding of all livestock.
- Oversee preparation of show stud cattle.
- Feral animal management plans.

### **Mechanical and Structural Management**

- Oversee and assist with the inspection and repair of fences, yards, and other facilities.
- Oversee and assist with water bore runs including checking of holding tank levels, starting and fueling of bore pumps, checking of troughs and operation of water systems.
- Oversee or coordinate the operation and maintenance of agriculture plant and equipment including tractors, cropping, hay making, and irrigation equipment and machinery.
- Take a leadership role in the ongoing process of the infrastructure development and budgeting plan.

### **Pasture Management**

- Pasture management, including native and improved pastures.
- Take a leadership role in the ongoing process of planning pasture development and monitoring / grazing land management and overall property plans.
- Weed control programs in conjunction with the Property and Facilities Teams management program for declared and noxious weeds.

### **Business Administration**

- Livestock, NLIS and stud data recording requirements and associated administrative tasks accurately and in a timely manner.
- Recording relating to daily usage of fodder crops, supplement, fuel, chemicals, seed and fertilizer.
- Manage and supervise farm and stud staff.
- Develop any reporting and responses to farm and farm related administrative matters.
- Procure and maintain supplies of agricultural products and equipment.

### **Liaison and Communication**

- Provide high quality customer service including responding to enquiries, to internal and external stakeholders.
- Provide leadership in specialist areas within the teaching department and across the University.
- Maintain a close relationship with the Team Leader Agriculture and Rural Operations to ensure they are across critical farm-related issues and risks.
- Effective communication, collaboration and cooperation with team members, other VET teams, and all internal and external stakeholders, including the Katherine Farm and Stud Management Committee.
- Demonstrate professional behaviors and conduct whilst liaising and communicating with team members, other VET teams, and all internal and external stakeholders, and whilst promoting the University and Team.
- Liaise with agricultural contractors to facilitate the maintenance of assets and the transfer of sale and purchase of stock onto and off of the property.

- Liaise and develop good working relationships with Lecturers to ensure students receive the maximum benefit from their learning experience at the Campus.

### **Knowledge and proficiency**

- Accurately record livestock movements and data entry within a stud operation.
- Knowledge and proficiency in stud cattle (Brahman) and extensive beef cattle operations including best practice production; animal welfare, handling, and management in the Northern Australian environment.
- High level livestock handling and horsemanship skills.
- Stud cattle data collection and management including herd recording and pedigree analysis and selection.
- Knowledge of stud stock selection including EBV's.
- High level knowledge of horse care, nutrition and management.
- Proficiently utilise CDU systems, including Health Safety and Environment, financial, travel.
- In consultation with the Team Leader Agriculture and Rural Operations, coordinate the development and implementation of:
  - Feral animal management plans
  - Stud management plans
  - Livestock production and animal health / husbandry plans
  - Pasture and grazing land management plans
  - An infrastructure development plan
- Organise and undertake pasture monitoring / grazing land management.
- Develop and implement weed control programs.
- Observe CDU policies, regulations, guidelines and other relevant legislative and compliance requirements and accountabilities, including the current AQF and ASQA standards and regulatory frameworks.
- Maintain industry skills and knowledge.
- In consultation with the Team Leader, proactively develop and implement work schedules in consultation with the Agriculture and Rural Operations Team Leader and training teams.
- Develop, supervise and organise machinery maintenance programs.

### **Key Selection Criteria**

#### **Essential competencies**

- Completion of a relevant Certificate IV level qualification with related work-related experience or a certificate level qualification with relevant work experience; or an equivalent combination of extensive relevant experience and/or education/training.
- Demonstrate the ability to work with minimal supervision and the ability to manage workloads to meet conflicting deadlines, work well within a team and adapt to a changing work environment, while maintaining initiative, self-motivation and discipline.
- Demonstrate a wide range of general trades assistant type skills, ability to maintain and inspect workshop machinery and equipment and arrange service/ repairs in a timely fashion, the ability to operate workshop machinery and equipment and the willingness to be trained in other machinery and equipment
- Demonstrate knowledge and/or experience of improvement practices in relation to the development of farming land for hay or cropping, irrigation systems, pastures including weed chemical control programs, the ability to understand and implement best practice in the realm of extensive beef cattle and horses, animal welfare, handling, production and management in Northern Australian/ environment.

- Demonstrate current knowledge and experience of developing, implementing, operating and maintaining a range of northern Australian cropping systems and business enterprises
- Ability to proficiently utilise Microsoft Office suite and other relevant software packages, including livestock herd data recording and NLIS software and equipment.

### **Desirable competencies**

- Possession of or be able to obtain a NT forklift license, machinery operator tickets with grader, tractor and other related farm equipment operation experience and HR/HC Heavy Vehicle License.
- Demonstrated ability to cultivate and harvest tropical pastures and fodder crops.
- Demonstrate knowledge, understanding and application of cultural diversity, especially indigenous cultures in the region.
- Demonstrated ability to abide by and implement Workplace Health and Safety policies and procedures and to implement Equal Opportunity policies.

### **Supervisory Responsibilities**

This position holds formal supervisory responsibilities. As a supervisor, this position will undertake and be responsible and accountable for:

- Ensuring all direct reports have completed all Mandatory training as required by the University.
- Probation periods being monitored and completed for each direct report in a timely manner.
- Ensuring an annual leave plan is developed and implemented for all direct reports and that annual leave balances are held below 30 days at all times.
- Ensuring leave bookings are accurately maintained and submitted in accordance with the Delegations (Administrative) Policy and relevant Staff Agreement/s.
- Engaging with direct reports to develop meaningful objectives and ensuring career development plans are established and recorded.
- Holding Performance feedback meetings on a regular basis (once per month minimum) with each direct report and provide feedback in a constructive and timely manner.
- Ensuring all delegations and responsibilities are undertaken in accordance with University Policies, Staff Agreements and Delegations.

### **University Expectations**

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Employees, assisting team members if required, and undertaking other key responsibilities or activities as directed by one's supervisors.
- Demonstrate and promote the University Values and Code of Conduct, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

**Work Health & Safety**

- Ensure all activities comply with WHS legislation and University policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.

**Regional Campus Additional Provision**

- This is a regional campus role.
- Every member of Katherine rural campus is expected to contribute and support the campus's success by enhancing student and staff experiences, as directed by the Associate Vice-Chancellor of the region.
- You may be requested to assist with regional operations from time to time and/or participate in student life activities to ensure campus success.