**Position Description**

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| **Position Title:** | Farm Manager | **Date:** | 24th December 2018 |
| **Department:** | Carter & Spencer Pty Ltd | **Site:** | Farming Operations Delan, Wallaville, Bullyard and other sites as required |

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| **Role Purpose / Context:** | To manage relevant growing sites as required to ensure the achievement of company quality, supply and profitability objectives. Approximately 250 plus acres 2018/2019 | | | | |
| **Manager(s):** | | Manager Sales & Growing Operations | | | |
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| **Direct Reports:** | | Various | |  |  |
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| **Indirect Reports:** | | Various | |  |  |
| **Stakeholders:** | | Bundaberg Packing Facility  Agronomists  End Use Consumer | | | |
|  | | Customers | |  |  |
|  | | Staff | | | |
|  | | Owner  Service Providers | |  |  |
| **Hours of Responsibility:** | | | Carter & Spencer Pty Ltd is a 24 hour/7 day per week operation. Flexibility and a reasonable amount of overtime may be required to allow for effective management of workload. | | |
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| **Days of Work:** | | | Monday to Sunday as required | | |

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| **Employee Name:** |  |
| **Date:** |  |
| **Signature:** |  |

**RESPONSIBILITIES**

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| **Accountability** | **Performance Measures** |
| **Operational** | |
| Develop and maintain crop strategies that meet customer requirements | 12 month uniform supply program |
| Schedule growing and crop rotation to meet industry best practice and business needs | On time coordination of scheduling, materials, labour and all components required – IFOT execution |
| Monitor crop performance to achieve best outcomes | Plant health/ product quality / Yield / operational hygiene |
| Irrigate/ Fertilise / Crop growth & maintenance (Sweet Potato / Cover crops including weed control) and other cropping as required | Execute / Record & maintain measured inputs to maximise Plant health and yield expectations |
| Cover Cropping. Scheduling / Inputs / applications / return of organic material | Yield per acre organic matter / scheduling and timeliness of return of block/s to commercial operations |
| Assist and coordinate planting, harvest and packing of produce | Operational efficiency’s ( units v labour v expense) |
| Investigate and apply innovation to improve yield and growing outcomes | Develop, record, maintain & measure current cropping levels verses trial work on crop management and innovative |
| Purchase and maintain optimum stock levels of consumables, chemicals and equipment through the C&S “PO” Purchase Order system | As agreed to maintain operational efficiencies  All PO’s to be verified by manager prior to placement of order with supplier |
| Maximise / Maintain all Equipment | Servicing / repairs / presentation |
| Oversee staff utilisation, training and where applicable recruitment |  |
| Ensure Carter & Spencer maintains the necessary food safety programs, spray dairies, crop monitoring documentation and certifications to enable supply to customer expectations | Food Safety Certification  Food Safety Audits  Customer Knockouts and Corrective Actions  Base systems prepared & supported by C&S Quality Team |
| Ensure Carter & Spencer maintains a high quality Workplace Health & Safety Program that installs a “Safe” work culture in all staff | LTIs  WorkCover Premiums  Internal Safety Audits  Base systems prepared & supported by C&S Quality Team |
| Manage all administration functions as required | In full on time payroll and accounts payable |
| Perform all other tasks as instructed or necessary |  |
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| **Financial** | |
| Actively and accurately record and monitor “ KPI’s” key performance indicators of farming operations and initiate corrective actions to achieve budgeted outcomes | KPI’s  Corrective Action on Controllable Variances  ROI  Operational Efficiency |
| **Cultural** | |
| Ensure effective leadership and management of staff culture, developing and living the team values, agreeing accountabilities and standards of performance, monitoring people’s performance and giving timely feedback to manager | Individual Performance Targets  Staff Retention |

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| **Authorities** | |
| Expenses | All expenses in budget to be pre-approved by Manager Sales & Growing Operations of Carter & Spencer Pty Ltd |
| Staff Authority | To work in collaboration with other farming teams and packing facilities fluidly, respectfully and with integrity |

**PERSONAL REQUIREMENTS**

**Competencies**

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| Goal focussed |
| Operational focus  Problem solving and decision making  Relationship building  Personnel management  Values driven leadership  Operational acumen |

**Knowledge/Skills**

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| Farming, land preparation  Crop management  Working within a team environment  Tractor operations  Irrigation and fertigation knowledge |
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**Experience/Qualifications**

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| Minimum 5 years growing cultivation experience |