**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 FacilityAgronomistsEnd 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 efficienciesAll 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 CertificationFood Safety AuditsCustomer Knockouts and Corrective ActionsBase 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 | LTIsWorkCover PremiumsInternal Safety AuditsBase 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 VariancesROIOperational 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 TargetsStaff 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 focusProblem solving and decision makingRelationship building Personnel managementValues driven leadershipOperational acumen |

**Knowledge/Skills**

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| Farming, land preparationCrop managementWorking within a team environmentTractor operationsIrrigation and fertigation knowledge  |
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**Experience/Qualifications**

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| Minimum 5 years growing cultivation experience |