

Schedule A Position Description

|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Farm Manager**  | Date PD Updated  | Nov 2022 |
| Location | Wellington, NSW |  |  |
| Reporting Manager: | Wellington Complex Manager |  |  |
| Accepted by Employee: |  | Signed |  |

# PD Introduction

This position description describes all the important features of the job that will, in particular, enable specific objectives of the organisation to be achieved. The attributes of the person able to perform this job are described in the person specification.

## Purpose

Plan and coordinate your assigned Wellington Breeder facilities in liaison with the Wellington Complex Manager to ensure that best practice is being achieved and objectives are met, which insures the overall performance of the operation is enhanced with incumbent technical abilities and practical skills.

This position is of paramount importance in enabling Aviagen Australia Pty Ltd to produce high quality, disease free grandparent or parent stock that are capable of achieving their genetic potential. This will be realised through, but not limited to, carrying out Bio security, strain security and farm audits. This position is also accountable for monitoring and ensuring high bird welfare are being achieved in accordance with company policies.

This role will facilitate the implementation and ongoing adherence to sound animal husbandry, rearing and production practices that will enhance the overall performance of the operation.

The position has accountability for all functions at the facilities assigned to them, which operate on a 24 hour 7 day a week livestock farming operation. As such, there will be times that the position holder will be required to work during weekends to meet demands of the operation. As the Farm Manager is responsible for the livestock and is required to be on call 24 hours 7 days a week to respond to alarms, be on call and carry a pager; except for during leave periods, which you are to arrange suitable cover within your team.

A 30 minute response time must be met when responding to all farm alarms, where fertilized eggs or livestock are present.

## Major Challenges

1. Planning and organisation of busy modern Breeder livestock operation
2. Addressing technical issues in a proactive management style that encourages high performance targets being met.
3. Management of biosecurity
4. Management of strain security.
5. Effective management of differing strains of stock.
6. Coordinating transfer of birds – and ensuring quality checks are completed prior to birds being placed on farms.
7. Challenge to compete with other countries performances – constant improvement.
8. Coordinating and managing technical issues to achieve world standard performance.
9. WHS, through the coordination of safe working environments and practices.
10. Managing SOP/work instruction development and implementation giving due consideration to:

|  |  |
| --- | --- |
| * Biosecurity
 | * Animal Welfare
 |
| * Strain Security
 | * Quality
 |
| * Safety
 | * Budget
 |

1. Drive the flock on target body weight and good uniformity.
2. Monitor feed distribution every working day.
3. Liaise with the Wellington Complex Manager regarding the bodyweight profile and feed rates increments.
4. Manage the staff roster against current Budget.
5. Training Staff to the Aviagen Farm SOP’s

## Background

Aviagen is the world's leading poultry breeding company. Through a comprehensive global network of distributors, the group currently delivers day old broiler chick and turkey grandparent and parent stock to over 250 poultry producers in over 130 countries worldwide. Aviagen Australia Pty Limited is part of this exciting company.

The Breeding Farms are the third step of Aviagen Australia’s operation, as the birds arrive at these farms in order to produce stock to either restock our own supplies (GP) or supply parent birds for external customers.

## Decision Making Authority

Describe the authority permitted to this position by indicating which decisions are expected to be made and which are expected to be recommended.

|  |  |  |
| --- | --- | --- |
| **Decisions Expected** |  | **Recommendations Expected** |
| Daily bird management decisions required to optimise flock performance, including feed allocations, flock health management, etc |  | Recommendations to deal with variances to standard or documented flock management programs |
| Correct ventilation settings winter & summer and on an adhoc basis to ensure ventilation is operating at agreed optimum levels,  |  | To report back to the Production Manager any recommendations that are required to achieve optimum levels. |
| GP Breeder Farms Auditing Systems (including Bio security, Strain security, Farm and Service audits, quality and welfare audits) to ensure that policies and agreed practises are adhered  |  | Early identification of production and mortality triggers that may indicate bird health or management issues.Actioning rapid investigation and making recommendations to mitigate quick solutions.  |
| Daily farm operation including staff rostering, R&M, Strain Security and Biosecurity Control |  |  |
| Optimising flock performance in line with guidelines |  |  |
| Identifying corrective actions required on any deviation from agreed standards and report back to the Production Manager |  | Stocking rates and bird to equipment ratios to ensure agreed targets are maintained. |

## Working Relationships

List the titles of individuals, departments and organisations that are the most frequent contacts. This should include contacts both inside and outside the company. Briefly describe the nature or purpose of these contacts.

|  |  |
| --- | --- |
| **Most Frequent Contacts** | **Nature or Purpose** |
| **Internal:** |  |
| Wellington Complex Manager | Reporting Manager for direction, planning, organisation, development |
| Vet | Stock Health |
| Feed Mill | Feed Quality |
| HR  | Personnel issues / requirements / concerns |
| Hatchery | Production/ performance issues |
| **External:** |  |
| Contractors | Maintenance, litter supply & removal etc |
| Local bodies | Compliance issues |
| Suppliers | Purchase of materials / vaccines / checking quality |

## Reporting Structure

##

## Major Responsibility Areas

In the boxes below, list a series of brief statements in each box which describe what is to be done and how it should be done (Major Action), how much time you devote to it (% of Total Job); why you do it (Expected End Result); and how you can tell whether you have done it (Ways to Measure Accomplishments). In the left column, rank the statements from most (1 being most important) to least important.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ranking | **Major Actions*****(What you do and how you do it?)*** | **% of Total Job** | **Expected End Result*****(Why do you do it?)*** | **Ways to Measure Accomplishments*****(How you can tell you have done it?)*** |
| 1 | Stock: * Animal Welfare and environment
* Bird Management and Husbandry
* Transfer
* Feed ordering
* Vaccination programme
* Mortality Standards
* Strain security
 | 50 | * Correct environment to agreed Aviagen standards
* Accuracy of feed ordering and quality checks-sieving etc.
* Correct and timely vaccination to schedules
* Absolute strain security adherence and planning
 | * Achieve Aviagen standards
* Budgeted targets
* Achieve agreed KPI’s
 |
| 1 | Staff: * Communication
* Technical support to reporting staff
* Training in technical and practical aspects
 | 20 | * Placement/transfer/depletion programmes/planning
* Farms are given accurate and timely guidance at crucial timelines.
* Training staff in all aspects of bird husbandry and to correct work place tasks
 | * Employees aware of how their performance affects company
* Accurate reporting of performance data.
* Fostering a ‘team’ based work environment
* Staff development
* Auditing competence of staff skills
 |
| 2 | Maintenance: Cleanout standards Liaise with Cleanout Manager Shed servicesR&M reports & cleanout | 10 | * Provide suitable environment for stock and staff
* Maintain biosecurity
* Buildings & plant in optimum condition subject to resource availability
 | * Cleanout standards / audits
* Hygiene survey results
 |
| 2 | Reporting non-conformance  | 5 | * Identify trends & causes/ results
 | * Data provided on time and in an accurate manner
 |
| 2 | Control of costsTake part in budget process | 5 | Breeder and maintenance costs to budget. | Monthly actual vs. forecast |
| 2 | Biosecurity: Meetings Issues  Technical support | 5 | No disease issuesZero positive results – salmonellaBio security maintained | Zero positive resultsStaff competent and committed |
| 2 | Promote Health & Safety by;* providing H&S orientation and training to all employees
* ensuring that the employee-job match meets H&S criteria
* discussing H&S with staff on a regular basis
* initiating and co-ordinating investigations of serious harm and/or critical incidents
* reviewing all new equipment, process modifications or chemicals prior to introduction for H&S concerns
* ensuring the employee and environmental health monitoring requirements are met
 | 5 | Improve company’s Health & Safety performanceContribute to maintenance of core health and safety compliance systems including employee involvement | Health & Safety targets metDaily weekly monthly compliance targets are met |

1. **Person Specification Introduction**

This person specification describes the attributes of a person most suited to carry out the job described in the attached Position Description. Departure from this specification may result in less than optimal performance and consideration should be given to resolving identified shortfalls.

* 1. **Skills**

Essential:

1. Knowledge and understanding of the Animal Welfare codes
2. Very good knowledge of good husbandry practices and animal health issues
3. Planning, organisational and interpersonal skills
4. Communication and reporting skills
5. Staff Leadership, development and management
6. Computer skills
7. Budget Skills

Desirable:

1. Formal education in Agriculture/ Animal Husbandry to Diploma or Degree level
	1. **Experience**

Experience is a helpful indicator of an individual’s ability to apply certain skills and attributes in order to perform consistently in a job. The experience described below would be evidence that an individual is likely to have a range of skills and attributes described above and the ability to apply them in the range of contexts required to perform consistently in this position.

Essential:

* A high level of livestock experience and management and technical breeder management excellence

Desirable:

* At least 5 years’ experience within the industry in poultry production operations