

<b>POSITION TITLE:</b>	Saleyards Manager
<b>POSITION NUMBER:</b>	10583
<b>AWARD:</b>	Contract
<b>AWARD CLASSIFICATION:</b>	N/A
<b>REPORTS TO:</b>	General Manager Commercial & Corporate Services
<b>DEPARTMENT:</b>	Commercial & Corporate Services

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Saleyards Manager will be responsible for the overall management of the saleyards facility, maintenance and capital works projects of saleyards infrastructure, day to day operations such as animal welfare of livestock and accurate records of livestock transactions, while providing a high level of stakeholder engagement and customer service.

## KEY RESPONSIBILITIES IN THIS ROLE

1. **Planning.** Working with the General Manager to prepare the saleyards facility operational/asset management plans, annual budgets and assisting with long term financial sustainability for the saleyards business.
2. **Asset Management.** Effectively devise and implement the asset management plan for the saleyards. Review and update the plan within agreed timeframes.

3. **Risk Management.** Assist with the ongoing implementation of the risk management framework, actively work to mitigate the risks associated with operating the saleyards. Review of risk register on a periodic basis.
4. **Safety & Maintenance.** Ensure staff have appropriate training in safety systems and regular maintenance checks, and repairs of saleyards infrastructure and general areas are conducted to a satisfactory standard. Undertake risk inspections as necessary. Ensure all workers to the site are inducted and understand the site WH&S requirements. Manage contractual and user arrangements with saleyards users.  
Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure per 'Duties of a Worker' contained in the Work Health and Safety Act as amended.
5. **People Management.** Lead through effective supervision, training and coaching of all employees and contractors under the area of control. Take a leadership role in tool box meetings.
6. **Operations.** As required, support the day-to-day operational requirements of the saleyards working on a roster to support the team.
7. **Animal Welfare.** Ensure livestock is handled efficiently and humanely, recognising council's responsibility to minimise stock damage and in compliance with the various plans, accreditations, and Codes of Practice.
8. **Reporting.** Maintain accurate records of saleyards operations and report on same through General Manager to council and the Emerald Saleyards Advisory Committee.
9. **Financial Management.** Ensure saleyards operations are conducted within budget parameters. Work within requirements of financial delegations and council's policies. Assist the General Manager to seek and secure additional business and revenue opportunities and to ensure that the business maintains financial sustainability.
10. **Project Management.** Ensure sound project management approach to saleyards infrastructure capital works projects, overseeing saleyards projects.
11. **Stakeholder Management.** Develop and maintain positive relationships with saleyards stakeholders including internal and external customers. Liaise with livestock transport operators to assist with their requirements, including being available for out of hours loading and unloading as required. Assist with all livestock sales. Liaise as necessary with peak industry bodies.
12. **Training and Development.** To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Mandatory:

- Knowledge and experience in managing livestock operations and saleyards functions.
- Experience in people management and ensuring successful stakeholder engagement.
- Demonstrated experience in the operation of the Microsoft Office suite and the use of software technology for the conduct of the saleyards business.
- Knowledge and experience in the techniques for livestock handling and management.
- Highly developed time management and prioritisation skills given tight deadlines and conflicting high level commitments and priorities.
- High level customer service focus and well developed interpersonal and communication skills with the ability to think strategically in delivering organisational outcomes.
- Demonstrated understanding of procurement, budgeting and financial management;

- High level interpersonal, negotiation and problem solving skills that engender confidence in the management of the facility.
- Experience in report writing and annual budgets.
- Understanding of animal welfare legislation and best practice and be able to identify all animal welfare issues.

**Desirable:**

- Previous experience in a local government environment.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

**Mandatory:**

- Minimum of Queensland C class provisional driver's licence.
- Queensland Weapons Licence and eligibility to be group licence holder for council.
- Minimum Diploma level or higher in Business, Commerce, Agribusiness, or other related field of study Or minimum 5 years industry experience.

**Desirable:**

- Tickets and accreditations to operate appropriate machinery and equipment.

## WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work indoors and outdoors carrying out physical tasks which may include constant forward reaching, constant hand function, occasional standing/walking, occasional squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 12kg, carrying up to 12kg.

This position will be required to perform work where environmental factors may include heat/cold, wind, rain, sun, noise, wildlife, effluent.

## IMMUNISATION REQUIREMENTS

Council's Health Risk Assessment had identified this position as having exposure to biological hazards as they may encounter raw water, sewage aerosols and biosolids. Council offers an immunisation clinic to all workers who are in roles that have exposures to biologicals to provide protection against vaccine preventable diseases such as Hepatitis A & B, Tetanus and QFever.

## KEY SELECTION CRITERIA

1. Substantial industry experience and demonstrated capacity to ensure legislative compliance.
2. Demonstrated experience in project planning to manage resources and timeframes that deliver expected outcomes.
3. Demonstrated high level negotiation and interpersonal skills including using a cooperative and consultative approach to form strong relationships with key stakeholders.
4. Proven experience with livestock handling and management with a focus on animal welfare and workplace health and safety.
5. Significant experience in developing and managing operating and capital budgets in a commercial or local government industry.

## CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

## ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment..
- Criminal history check.
- Reference checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	4
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	4
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's	4

	views on board, accepting new and different ways of working and encouraging others to embrace change.	
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

## GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**