

ROLE DESCRIPTION

NRLX Livestock Coordinator



Directorate	Projects & Business Development
Unit	NRLX
Reporting to	NRLX Operations Manager
Position Number	101171
Band	2/3
Grade	14
Date of Review	February 23

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to ensure the effective and efficient day to day operations of the Northern Rivers Livestock Exchange ensuring operations are carried out in accordance with legislative/statutory requirements and Council's policies, procedures and standards.

Key Accountabilities

- Coordinate the day-to-day operations for the NRLX that ensures efficient sale-day operations and all stakeholders are operating in accordance with legislative/statutory requirements and Council's policies, procedures and standards
- Coordinate and monitor the movement of livestock within the facility (including arrival and departure) in accordance with relevant welfare legislation and bio-security regulations. Ensuring adequate delivery scheduling, feeding arrangements and penning, also carrying out humane euthanising of sick or injured animals and correct disposal of deceased stock
- Ensure information and documentation required is obtained and National Livestock Identification System (NLIS) compliance is achieved
- Communicate effectively with all stakeholders to achieve high levels of customer satisfaction in all services delivered
- Lead continuous improvement initiatives within the team to ensure best practice is achieved and maximised utilisation of resources to drive efficiencies in the business
- Contribute to the positive safety culture within the NRLX to ensure a safe workplace for our people and the community by monitoring compliance with policies, procedures, legislation, specifications, projects plans, and any other documentation required

Key Challenges

- Understanding of a variety of changing legislation, regulation and policies and implementing changes into operations and processes.
- Facilitating the engagement and input of a wide range of stakeholders and managing expectations
- Juggling the competing priorities on a daily basis while keeping the facility safe and compliant
- Managing the appropriate allocation of resources to ensure effective delivery of services while ensuring efficiency

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Qualification Requirements

Essential Qualifications

- Certificate IV Leadership and Management or equivalent or 4 year's experience in a similar environment
- Construction Induction Certificate (White Card)
- Saleyards Safety Induction Certificate
- Class C Driver Licence
- First Aid Certificate - Provide First Aid

Desired Experience and Knowledge

- Knowledge and understanding of the operations of the NLIS
- Leading a team in a professional environment
- A high level of organizational skills and communication maintaining professionalism in a demanding environment
- Understanding and demonstrated experience within the livestock industry and livestock handling

Desirable Qualifications

- Firearms Licence
- Nationally accredited certificate or proven competency for LS - Front End Loader - Skid Steer

Key Relationships

Who	Why
Internal	
NRLX Operations Manager	<ul style="list-style-type: none">✓ Receive advice and report progress towards business objectives and discuss future directions✓ Provide input into strategic planning activities✓ Advise on any issues arising and potential risks
NRLX Team	<ul style="list-style-type: none">✓ Lead team discussions, provide support and knowledge share across the team✓ Encourage continuous improvement initiatives✓ Ensure understanding of facility processes and systems✓ Integration and multi-skilling across other areas of the NRLX
External	
Agents	<ul style="list-style-type: none">✓ Provide customer service through communicating needs, managing expectations and resolving issues✓ Ensure compliance with relevant legislation and regulations✓ Ensure understanding of facility processes and systems

Contractors/Suppliers	<ul style="list-style-type: none"> ✓ Communicate needs, manage expectations and resolve issues ✓ Ensure compliance with relevant legislation and regulations ✓ Ensure understanding of facility processes and systems
Buyers/Community/transporters	<ul style="list-style-type: none"> ✓ Provide customer service through communicating needs, managing expectations and resolving issues ✓ Ensure compliance with relevant legislation and regulations ✓ Ensure understanding of facility processes and systems ✓ Coordinate schedules with third parties

Role Dimensions

Decision Making

Problems are solved using analysis of options available with authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Continuous improvement initiatives are sought, and the role provides recommendations based on technical knowledge and experience.

Regular planning is required to ensure activities are resourced and coordinated for day-to-day work including projects running to schedule.

Direct Reports

6-20 direct reports

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone, Laptop

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call






None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Is prepared to make decisions involving tough choices and weighing of risks Addresses situations before they become crises and identifies measures to avoid recurrence Takes responsibility for outcomes, including mistakes and failures Coaches team members to take responsibility for addressing and resolving challenging situations Oversees implementation of safe work practices and the risk management framework
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> Presents with credibility and engages varied audiences Translates complex information concisely for diverse audiences Creates opportunities for others to contribute to discussion and debate Demonstrates active listening skills, using techniques that contribute to a deeper understanding Is attuned to the needs of diverse audiences, adjusting style and approach flexibly Prepares (or coordinates preparation of) high impact written documents and presentations
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Is able to draw on wide-ranging interests and experiences when facing new challenges Thinks broadly about the root of problems before focusing in on the problem definition and solutions Is able to discuss issues from different angles and project impacts into the future Considers the broader context when critically analysing information and weighing recommendations Involves diverse perspectives in testing thinking and solutions
Resources Technology and Information	Adept	<ul style="list-style-type: none"> Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately Ensures team understands obligations to comply with records, information and knowledge management requirements

**Workforce
Leadership**

Optimise Workforce
Contribution

Adept

- Develops team / project plans that take into consideration individual capabilities, strengths and preferences
- Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff
- Plans and monitors team resource allocation in line with organisational priorities
- Makes informed contributions to workforce planning and resource allocation processes
- Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role

Acknowledgement

NRLX Livestock Coordinator

Employee Name: _____ Date: __/__/__

Signature: _____

NRLX Operations Manager

Employee Name: _____ Date: __/__/__

Signature: _____