

# POSITION DESCRIPTION

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| **Position Title** | Operations/Maintenance Supervisor - GRLE |
| **Position No.** | 862 |
| **Position Status** | Permanent Full-Time |
| **Business Unit** | Business Development |
| **Division** | Development |
| **Classification** | Band 4  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | March2018 |
| **Approved By** | General Manager Development |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The Operations/Maintenance Supervisor is responsible for the operational functions of the Gippsland Regional Livestock Exchange (GRLE) which include:

* Supervising staff, plant and materials at the GRLE ensuring strict compliance with the relevant Acts, Code of Practices and accreditation requirements of the GRLE are met within line with the Victoria and European Union accreditation requirements.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Team Leader GRLE |
| **Supervises** | Saleyards Maintenance Officer, Saleyards Operational Officer, Casual Saleyards Operational Staff |
| **Internal Liaisons** | All Council Staff |
| **External Liaisons** | Stock Agents, members of the public, contractors and Industry bodies |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Responsible for the coordination and operation of the GRLE.
* Accountable for compliance with all relevant Acts, Code of Practices and accreditations.
* Responsible for the coordination, control and supervision of workforce equipment and contractors, including supply of parts, and materials in a timely effective and safe manner, such as to ensure that objectives of the GRLE are met.
* Provide direction, leadership and on-the-job training to others.
* Responsible for undertaking Team Leader GRLE position on an ad hoc basis, when required.

**Judgement and Decision Making**

* Guidance and advice is available from the Team Leader GRLE and/or the Commercial Property Officer on various operational issues.

**Specialist Knowledge and Skills**

* Knowledge of the Livestock Exchange Quality Assurance (QA) System.
* Knowledge of the National Livestock Identification System (NLIS).
* Knowledge of European Union accreditation requirements to ensure continued compliance.
* Thorough understanding of livestock characteristics, behaviour and handling.
* Ability to operate, troubleshoot, repair and train on NLIS scanning equipment.

**Management Skills**

* Possess strong skills in time management with ability to achieve objectives within time and budget constraints.
* Knowledge of personnel policies.
* Experience and capability in managing staff, including setting priorities, planning and organising work teams to carry out work required.

Ability to understand and apply policy where required, to inform safe work practices.

**Interpersonal Skills**

* Well-developed oral communication skills order to liaise with, and gain cooperation and assistance from staff and various stakeholders.
* Capable of maintaining positive stakeholder relationships amidst competing demands of various stakeholders.

**Qualifications and Experience**

* Substantial working experience in the coordination of livestock in exchange facilities or strong experience in the livestock industry or similar.
* Computer skills and knowledge of Microsoft Office, preferably with computer based Saleyard management systems (desired).
* Several years’ experience in the handling of livestock.
* Experience in the supervision and rostering of staff.

**The ability to obtain and maintain the following**

* Current Victorian Drivers Licence.

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Ensure all team members (and self) are aware of and adhere to, Council policies and OH&S requirements incl. task analyses (if applicable).
* Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
* Communicate relevant matters via individual and/or team meetings.

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Coordinate the implementation of improved efficiencies and/or effective team work practices as per Wellington Excellence to ensure continuous improvement.
* Review Team Systems View at least once per annum to ensure currency is maintained and that all team members have a shared understanding of team purpose and direction.
* Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered, community engagement processes are followed and that all performance indicators and targets are met.
* Ensure that all team members, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
* Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Arrange for the scanning of livestock to comply with the National Livestock Identification System (NLIS) requirement in accordance with CPIs
* Ensure strict auditing of the scanning of livestock to ensure 100% compliance and scanned data is downloaded into sales software
* Ensure the ‘TAKE’ possession file is accurate and complete
* Ensure the ‘SELL’ possession file is accurate and complete
* Troubleshoot processes and program files between the Shire database and Meat & Livestock Victoria’s data download link
* Track errors and amend buyer information, and Radio Frequency Identification Data (RFID) irregularities.
* Ensure Lifetime Traceable (LT) enquires are followed up promptly and with accuracy
* Liaise with DPI officers regarding animal welfare and other non-compliance issues
* Ensure all livestock with missing RFID’s are retagged prior to the Sale in compliance with issuing Post Breeder RFID’s
* Ensure strict compliance with Weights and Measures and uninterrupted operations with the livestock scales
* Ensure compliance with all National Vendor’s Declarations (NVD) and have been submitted for all livestock