

Position Description

Position Title	Supervisor Livestock Exchange
Position Code	SALE001
Department	Executive Services
Division	Central West Livestock Exchange (CWLE)
Reports To	Manager Livestock Exchange
Direct Reports:	7 operational staff
Position Classification	Administrative/Technical/Trades Band 2, Level 3
Position Status	Full-Time
Allowances	On-Call Allowance when required to participate in roster

SPECIAL CONDITIONS

- Participate in a rotating on-call roster in accordance with the needs of the Central West Livestock Exchange;
- Participation in the occasional ad-hoc, out of hours work will be required;
- A Police Clearance is required to be maintained with this position and held current every 3 years; and
- NSW Weapons clearance (or able to gain)

REPORTING STRUCTURE OF POSITION

Manager Livestock Exchange				
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Supervisor Livestock Exchange				
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Saleyards Operator	Saleyards Operator	Maintenance	Saleyards Weighbridge	Operator -

PRIMARY PURPOSE OF THE POSITION

The Supervisor Livestock Exchange will be responsible for the management of the day to day operations of the Central West Livestock Exchange (CWLE) including but not limited to animal welfare of livestock and accurate records of livestock transactions. This position will also be responsible for the supervision of all staff and general maintenance of the yards and infrastructure.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Ensure the smooth operation and day to day management of the CWLE facility including sales, maintenance, WHS and CoR compliance</i>	60%
<i>Develop and manage key stakeholder relationships: agents, vendors, buyers and carriers.</i>	30%
<i>Analysis and Management Reporting.</i>	10%

POSITION RESPONSIBILITIES

- Supervise and control Council's routine maintenance of the Livestock Exchange and associated infrastructure including:
 - Ensure that regular cleaning, maintenance and construction is undertaken to adequately maintain the Central West Livestock Facility and ensure its effective operations;
 - Ensure levels of service for Saleyards infrastructure are achieved within timeframes;
 - Undertake regular on-site inspections and audits to determine work schedules and maintenance programmes in compliance with the relevant maintenance plans;
 - Provide infrastructure inspection data to support asset management and provide information and/or estimates for proposed maintenance activities in support of budget preparation;
 - Monitor and control expenditure and take appropriate corrective action to promptly address any variation from budget;
 - Ensure the operation, daily maintenance and servicing of all plant, equipment and infrastructure is conducted to ensure its effective operation.
- Lead and develop CWLE staff to ensure their duties are performed safely and competently. This includes:
 - Ensure that staff are appropriately trained (or being trained) in the work to be performed and they have the skills to allow effective and safe performance;
 - Unsatisfactory performance of staff is identified and prompt action is taken to rectify the performance;
 - Provide feedback to staff regarding their performance on an ongoing, continual basis;
 - Staff are motivated to repeat exceptional performance and to improve identified performance issues.
- Support animal welfare:
 - Co-ordinate the removal or relocation of all diseased stock as deemed necessary;
 - Arrange, undertake and record the euthanasia of injured or diseased animals and organise the removal of dead stock;
 - Monitor breaches and enforce Council's policies with regard to animal welfare legislation governing the handling, movement and welfare of stock; and
 - Maintain a register of all euthanized and diseased stock within Council's Record Management System.
- Undertake administrative support and duties as required. This includes but is not limited to the following:
 - Weighbridge operations;
 - Operating the Draft on sale days;
 - Pre-start on all plant and equipment;
 - Complete risk assessments and comply with Council's SWMS in accordance with Council policy;
 - Booking of sales and the completion of sales numbers and records; and
 - Maintaining records of destruction and disposal of livestock
- Assist the Saleyards Operators to carry out activities related to operation of the effluent management system including:
 - Monitoring and understanding of data;
 - Effluent ponds – Chemical Dosing;
 - Maintaining all records in relation to the irrigation and effluent ponds;

- Sprinklers around yards and grounds; and
 - Ensuring EPA compliance
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Stakeholder Engagement. Develop positive relationships with Saleyards stakeholders including internal and external customers. Liaise with livestock transport operators to assist with their requirements, including ensuring that employee support is available out of hours to ensure ongoing operation of the facility as required;
- Ensure that at all times, Council presents a positive image of the Central West Livestock Exchange facilities to the all stakeholders as well as the general public;
- At all times, ensure the Central West Livestock Exchange complies with the following:
 - Animal Welfare Standards and Guidelines for Saleyards;
 - Emergency Animal Disease Welfare Plan;
 - Pollution Incident Response Management Plan;
 - Meat and Livestock Association (MLA) Fit to Load Guide; and
 - Chain of Responsibility guidelines and legislation;

Organisation – Professional






- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety; and
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;

- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor; and
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Livestock Exchange	Direct Supervisor – Support, Guidance and Direction
Saleyards Team	Direct Reports – Provide these operators with support, guidance and direction
People and Strategy Team	HR, WHS, IT Learning and Development – Support and guidance
Engineering Staff	Relief staff – Provide these operators with support, guidance and direction
Council Staff	Colleagues
External	
Forbes Associated Agents Vendors and Consumers	Peak local body in Saleyards industry.
Relevant Authorities and Professional Bodies.	Humane animal agencies; Australian Livestock Markets Association (ALMA) and Australian Livestock and Property Agents Association (ALPA).

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Tertiary Qualified in a relevant discipline – Certificate III Agriculture;
- At least 5 years' experience in the Livestock industry;
- Demonstrable evidence of high level stakeholder engagement and management in the agricultural industry;
- Demonstrated experience and understanding of Chain of Responsibility compliance in the Saleyards industry;
- Demonstrated experience leading a team in the achievement of goals and objectives;
- Demonstrated high level communication skills and the ability to communicate with the Saleyards team, internal and external stakeholders and management;
- High level conflict resolution skills and demonstrated negotiation skills;
- Experience in the effective direction and supervision of staff and knowledge of basic human resource management practices;
- Strong track record and proficiency in all project management, risk management and WHS.
- Class C (Standard) Drivers Licence; and
- NSW weapons licence (or able to gain).

Experience

- Proven experience in the livestock or agriculture industry with exposure and experience in livestock exchange operations;
- Knowledge of the local government sector or another statutory / regulatory environment is desirable;
- A working knowledge of the *Prevention of Cruelty to Animals Act*;
- Demonstrated understanding of legislation associated with statutory livestock and operational facilities management; and
- Tickets and accreditations to operate appropriate machinery and equipment.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation; and
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the position with take home vehicle use (No private access will be granted);
- Phone;
- Mobile Tablet;
- Man Down Pendant; and
- Pinpoint

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No