



# JOB DESCRIPTION FORM

## SECTION 1 OFFICE IDENTIFICATION

<b>ORGANISATION:</b> WA Meat Industry Authority
<b>LOCATION:</b> Muchea

<b>EFFECTIVE DATE OF DOCUMENT</b> 25 January 2016
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<b>CLASSIFICATION:</b> Level 5	<b>OFFICE</b> Muchea
<b>TITLE:</b> Livestock Manager	
<b>SALARIES AGREEMENT/AWARD:</b> GOSAC / PSGOGA 2014	

## SECTION 2 - REPORTING RELATIONSHIPS

<b>Title:</b>	<b>Livestock Manager</b>
<b>Classification:</b>	LEVEL 5

<b>Other offices reporting directly to this office</b>	
<b>Title &amp; Classification:</b>	
Support Services Manager	L7
Management Accountant	L6
Saleyard Administration Manager	L3
Executive Officer	L3

<b>Responsible To</b>
Chief Executive

Employees reporting directly to Livestock Manager		
Title	Classification	Number of FTE's supervised and controlled
Team Leader - Livestock	Level 3	1

## SECTION 3 – WAMIAS STRATEGIC DIRECTION

### WAMIAS VISION

A valuable and viable business delivering quality services to build producer to consumer confidence in the Western Australian Meat Industry

### WAMIAS STRATEGIES

1. Run an efficient, effective and stakeholder focused livestock saleyard operations
2. Meet our obligations for compliance under the WAMIA Act.
3. Invest in stakeholder management through communication and marketing of our functions.
4. Improve corporate governance and the business of WAMIA.
5. Manage information to drive WAMIA, stakeholder and customer decision and opportunities.

### WAMIAS OBJECTIVES

1. Achieve a target percentage of livestock sales to sustain the Muchea facility.
2. Recognized as a transparent selling centre.
3. Compliance functions will be focused and risk based.
4. To capture and manage intellectual property to build the reputation as the credible livestock information source
5. Ancillary activities developed to drive a return on assets.

## SECTION 4 – KEY RESPONSIBILITIES

Ensure the smooth operation of the livestock activities of the saleyard including managing the livestock team and maintaining overall responsibility for the accurate receipt, drafting, penning and weighing of animals as required.
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**SECTION 5 – KEY RESULT AREAS AND DUTIES**

**EFFECTIVE DATE OF DOCUMENT**  
January 25 2016

<b>TITLE</b> Livestock Manager	<b>CLASSIFICATION</b> Level 5	<b>OFFICE</b> Muehea
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<b>Duty No.</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
1.	Ensure the efficient and effective management of livestock services at MLC	Daily	70
1.1.	Ensure the operation of cattle sale processing to agreed standards		
1.2.	Responsible for the operation of all other cattle activities to agreed standards		
1.3.	Ensure the sheep sale is conducted in accordance with WAMIA policies and procedures		
1.4.	Ensure that a high standard of animal welfare practices are maintained across the Muehea Livestock Centre and take appropriate action where issues are identified		
1.5.	Ensures staff work in accordance with the WAMIA SMP and OH&S policies and procedures		
1.6.	Ensures staff work in accordance with the WAMIA animal welfare procedures and animal welfare legislation		
1.7.	Ensures staff work in accordance with the WAMIA bio security procedures and bio-security legislation		
1.8.	Investigates and responds to livestock services related complaints and queries from stakeholders.		
1.9.	Ensure the highest standards of animal welfare are maintained		
2.	Other	Daily	30
2.1.	Develops and fosters industry communications and relationships		
2.2.	Provides proactive and timely advice to management		
2.3.	Coordinates the feeding service, ensuring stock are fed in accordance with animal welfare guidelines and customer requirements		
2.4.	Coordinates the operation of the MLC farm		
2.5.	Liaises with the Facilities Coordinator to ensure the MLC is maintained to the required standard		

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### Essential Pre-Employment Requirements

- Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense).
- Current valid driver licence.

### “Core” Essential Criteria

1. Significant demonstrated experience working with livestock in either a farm or saleyard environment. Cattle skills are essential.
2. Leadership and management experience including effective management of finance, physical and human resources.
3. Well-developed negotiation, communication and interpersonal skills, including the ability to work collaboratively with a diverse range of stakeholders under pressure.
4. Understanding and knowledge of relevant Occupational Safety and Health Act, Regulations and legislation as applied to the livestock industry.
5. Able to use a PC and have a working knowledge of Microsoft Office software: *Word, Excel, and Outlook*.

NOTE: This positions hours vary from day to day – availability outside of work hours is essential

### Desirable Criteria

1. Experience or qualification in low stock stress handling
2. Experience in AuctionIT software.

## SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

**CHIEF EXECUTIVE**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_