

	<p><b>POSITION DESCRIPTION</b></p> <p><b>FARM OPERATIONS MANAGER</b></p>
<p><b>Currently held by</b></p>	
<p><b>Currently reports to</b></p>	<p>Director - Doug Nicol</p>
<p><b>Current authority to sign</b></p>	
<p><b>Purpose</b></p> <p>The Farm Operations Manager is a <b>hands-on position</b> responsible for the day to day farm operations. This role will manage farm activities in all weather conditions such as:</p> <ul style="list-style-type: none"> <li>• associated irrigation installation, maintenance, operation, and monitoring</li> <li>• planting and crop management</li> <li>• integrated pest management</li> <li>• managing the scheduling of implements, machinery, and equipment maintenance</li> <li>• maintaining spray records and withholding documentation</li> <li>• employee direction and leadership of a small team</li> </ul> <p>In addition, this position is expected to work some flexible hours and perform administrative activities, Work Health and Safety and QA management.</p>	
<p><b>Duties Include:</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Director conduct strategic planning, implementation, and monitoring of farm operations</li> <li>• Manage and work in partnership with the team to prepare and conduct agreed harvesting schedules and processing of produce</li> <li>• Monitor and report crop progress on each block during weekly meetings</li> <li>• Maintain variety identification and conduct regular visual quality checks/inspections</li> <li>• Manage the effective levels of fertiliser etc and ensure traceability is maintained</li> <li>• Proactively report irrigation irregularities and upgrades to maintain effective watering systems</li> <li>• Ensure equipment is maintained to a high standard and operating efficiently and accurately and report any breakdowns to the Director immediately.</li> <li>• Manage stock inventory and farm supplies to ensure minimal down time for breakdowns</li> <li>• Lead by example by communicating with employees in a polite manner and maintain staff relations and morale.</li> <li>• Conduct induction programs to new starters and provide daily work instructions to farm hands and casuals</li> <li>• Report any inefficiencies associated with the employees and their performance to ensure a cost effective and productive workplace is maintained.</li> <li>• Assist with activities in the workshop/plant within capabilities</li> <li>• Other duties as required by the Director.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure the safety and welfare of employees, equipment and plant are maintained and practiced and play an active leadership role in WHS.</li> <li>• Ensure the work environment is free from discrimination and harassment by adhering to the provisions of the relevant legislation including equal opportunity, bullying and harassment legislation and organisational policies.</li> <li>• Manage the relevance and updates of SOP's and work instructions for the farm.</li> <li>• Actively support management in safety and efficiencies improvements.</li> <li>• Ensure employees follow safety and work instructions in the correct manner and maintain the Quality System documentation.</li> </ul>	

- Ensure that incident and hazards are documented, reported to management and risk mitigation is completed.
- Contribute to the maintenance of food safety standards to ensure quality certification is maintained.
- Follow safety work instructions as directed and ensure own behaviour does not put others at risk.

**Competencies:**

- Able to lead, manage and work alongside a small team of workers to achieve outcomes
- Able to co-ordinate and prioritise work under pressure and organise time effectively
- Capable to think proactively regarding all aspects of agriculture operations
- Able to show initiative, solve problems and provide solutions where appropriate
- Able to multitask, be flexible and adaptable to respond to changing priorities especially weather conditions
- Capable to operate and identify maintenance for large heavy machinery
- Able to read and interpret documents such as safety procedures, quality control sheets, sample requisitions and schedules
- High level of interpersonal skills
- Able to be able to lift and carry up to 20kg without restriction

**Essential qualifications:**

- A minimum of 4 years' experience in a farm management role
- Knowledge of and at least 5 years' experience in agriculture/farming environment
- Computer literacy
- ChemCert certificate or the ability to obtain one
- Forklift licence and MR or above licence or ability to obtain one
- A current and valid driver's licence.

**Desired qualifications:**

- Knowledge and/or experience with mechanical and/or electrical plant and equipment
- Qualifications in Horticulture and/or Agriculture will be highly regarded

**Signed by**

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Employee</b>			
<b>Director</b>			