



# RYLINGTON PARK FARM MANAGER

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## POSITION DESCRIPTION

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## THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

### OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



#### Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



#### Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



#### Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



#### Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



#### Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

# POSITION DESCRIPTION

## Rylington Park Farm Manager

<b>Position Number</b>		<b>Date Effective</b>	16 Sep 2024
<b>Level</b>	7	<b>Agreement / Award</b>	LGIA2020 (Transitional Agreement)
<b>Business Unit</b>	Rylington Park		
<b>Responsible To</b>	CEO		

### 1. OBJECTIVES OF THE ROLE

- 1.1. The primary responsibility of this position is to contribute towards creating a vibrant and enriched Rylington Park community through research, developing and implementing Agricultural & Research development programs, services and events by:
  - 1.1.1. Bringing together the ideas and resources of residents, government, educational & research agencies and community groups as an instrument in performing vital research utilized to improve farming, food production, disease control and animal husbandry operations.
  - 1.1.2. Under guidance from the Rylington Park Committee coordinate and manage cropping and sheep programs.
  - 1.1.3. Coordinating government funded initiatives and researching government and educational programs, building partnerships with the community sector and engaging residents in planning, decision making and action orientated processes.
  - 1.1.4. Developing innovative ways for local government, and communities to work together

### 2. ROLES AND RESPONSIBILITIES

- 2.1. Rylington Park Events - Oversee the development and promotion of community events, shearing schools and promotion of the residential facilities.
- 2.2. Rylington Park Development - Coordinate and support community, agriculture and research and educational development
- 2.3. Events Program - Implement annual and mid-year events program.
- 2.4. Develop and implement strategies to enhance communication to stakeholders.
- 2.5. Community consultation –Consult and engage widely with all stakeholders.
- 2.6. Grant Funding and Acquittals –Identify and secure external funding for programs, services and events through grants and sponsorship agreements.
- 2.7. Report writing –Prepare verbal and written reports to Council.
- 2.8. Manage cropping and sheep programs.
- 2.9. Collect and maintain records relating to farm programs, trials, research and accommodation promotion and usage.
- 2.10. Formulate Budget and implement all strategies identified
- 2.11. Financial administration as required by the CEO, and ensure that it complies with the Shire of Boyup Brook’s Financial Record Keeping Standards.
- 2.12. Ensure all buildings, surrounds and property are always maintained in a tidy state, and that all Work Health & Safety Regulations (including Farmsafe) are followed at all times.
- 2.13. Schedule repairs, maintenance and replacement of equipment and machinery.

- 2.14. Ensure Work Health & Safety Inductions are carried out for all new employees and contractors.
- 2.15. Livestock and general farm hand duties.
- 2.16. Any other duties from time to time as reasonably requested by the Chief Executive Officer.

### **3. PERFORMANCE OF DUTIES**

- 3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, Local Government Act 1955, Worksafe, Farmsafe and other relevant Legislation.
- 3.4. Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification.
- 3.5. Demonstrate and model our Corporate Values.
- 3.6. Act with integrity – being consistent with Shire’s core values in all your tasks and interactions with others. Demonstrating integrity includes:
  - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
  - Being dependable and following through on your commitments.
  - Being respectful when communicating with others.
  - Taking responsibility for your actions and holding yourself accountable for your mistakes.

### **4. KEY PERFORMANCE INDICATORS**

At least once in each financial year the CEO will conduct an evaluation of the Rylington Park Farm Manager’s performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

### **5. SAFETY AND DUTY OF CARE**

#### **5.1. WHS RESPONSIBILITIES – Manager**

- 5.1.1. Ensure adherence to WHS policies and procedures
- 5.1.2. Consult with workers and WH&S representatives on WHS issues.
- 5.1.3. Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- 5.1.4. Identify, assess if necessary and control hazards within their area of responsibility.
- 5.1.5. Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- 5.1.6. Develop safe work procedures as required and ensure adherence to procedures.
- 5.1.7. Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- 5.1.8. Ensure all plant and equipment is properly maintained.
- 5.1.9. Maintain relevant knowledge of WHS issues.
- 5.1.10. Act as a role model by demonstrating safe work behaviours.

#### **5.2. All Workers**

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does

not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire’s operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker’s own health and safety; and*
- b) *take reasonable care that the worker’s acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

## 6. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

- To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.
- The pre-employment checks relevant to this position include:
  - Right to work in Australia.
  - Medical assessment which may include drug & alcohol testing.
  - Current National Police Certificate (<3 months).
  - Reference checks

## 7. REQUIRED SKILLS AND QUALIFICATIONS

### Qualifications

	Essential	Desirable
Completion of tertiary, business or equivalent qualifications with relevant experience.	✓	
Ability to assist in facilitating resource programs that are instrumental in performing vital research to improve farming, food production, disease control and animal husbandry operations	✓	
Ability to assist with the facilitation of social, cultural, recreational and economic development opportunities within the community in conjunction with relevant organisations.		✓
Safe Chemical Handling & Work Health & Safety	✓	
Current National Police Clearance (under 3 months)	✓	
Right to Work in Australia	✓	

## Experience & Knowledge

	Essential	Desirable
Experience in the delivery of cost-effective, high-quality programs and services, which reflect the changing needs and priorities of the Rylington Park community, taking direction from the Farm Manager, Rylington Park Committee and CEO of the Shire of Boyup Brook	✓	
Demonstrated experience in effective project management and delivery of community and farming development, consistent with Council's strategic goals, objectives and needs of the community.	✓	
Experience in establishing and maintaining links with appropriate community groups relevant to the activities of the Rylington Park Management.		✓
Knowledge of budgetary procedures and regulations, and policies relevant to community development	✓	
Knowledge of the provision of contemporary, relevant and customer focused community services, events and community grants models, applications and acquittals.	✓	
Experience with safe Farm Machinery usage and chemical handling, and understanding of Work Health & Safety requirements	✓	
Experience with meeting requirements of the Livestock Production Assurance Scheme	✓	
Experience in writing grant applications.		✓
Experience in safe livestock handling techniques	✓	

## Skills & Attributes

	Essential	Desirable
Ability to work cohesively, efficiently and effectively in a team environment with consideration, respect, honesty, integrity and accountability.	✓	
Ability to foster innovation and initiative within the Rylington Park community and to seek out opportunities that offer benefits to the Shire of Boyup Brook while ensuring financial advantage to the Council.		✓
Highly developed research, analytical, problem solving and lateral thinking skills with attention to detail and focus on outcomes.	✓	
Ability to achieve goals and objectives given various constraints and opportunities that may exist.	✓	
Ability to advise Council on financial projections for Rylington Park costs and commitments both currently and for the future.	✓	

## 8. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

### Reports to:

- CEO

### Direct Reports:

- CEO

### Internal Liaisons:

- Chief Executive Officer

- Executive Manager Corporate Services
- Executive Manager Operational Services
- Manager of Finance
- Manager of Community Services
- Project Officer
- Grants Officer
- Other Shire staff

**External Liaisons:**

- Research & Educational Groups
- Ratepayers
- Contractors
- Members of the public and community groups

**9. OTHER RELEVANT INFORMATION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

**10. GENERAL TERMS OF APPOINTMENT**

- 10.1. All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest
- 10.2. Council’s values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 10.3. The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

**11. CERTIFICATION**

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	