

POSITION DESCRIPTION

Position Title:	Saleyards Team Leader
Position Number/s:	INF-221
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Lead and supervise the Saleyards Team to ensure its effective administration and responsive delivery of services to Council's customers and clientele which meet agreed standards and legislative requirements in a cost efficient and community-valued manner.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Saleyards Coordinator
Directly supervises:	Saleyard Assistant Boilermaker, Saleyard Assistant, Saleyards Assistant Operator

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Provide advice and leadership, supervision and guidance to the Saleyards Team ensuring that all organisational systems, policies, and procedures are adhered to at all times.
2. Take responsibility for ensuring that all yards, buildings, operational infrastructure, equipment, furnishings, fittings and all other accessories are maintained in a safe, clean, neat and proper working order and condition at all times in accordance with the Saleyards Operational Manual as may be amended from time to time.
3. Take responsibility for ensuring the effective collection, processing and secure storage of all documentation as required by various legislation including but not limited to the movement, treatment or any other recordable matter dealing with cattle entering, leaving or processing in the yards, and all other Saleyard services and works, including the processing and storing of information by electronic means.
4. Remain conversant with all amendments in legislation or other governing requirements for the operation of the Saleyards including NSQA, Live Export and sale day activities and implement these into the Saleyards operating procedures.
5. Ensure the accurate and timely preparation of all necessary reports and other relevant correspondence to external agencies associated with the operation of the Saleyards.

POSITION DESCRIPTION

6. Diligently and accurately record and process and/ or oversee all documentation concerning the entry of cattle and processing of cattle (including sales, weighing, dipping) at the saleyards, as required by Council from time to time for revenue collection and legislative purposes, in accordance with the fee structure and legislative requirements set from time to time, and to promptly deliver such details to Council Officers concerned for issue of accounts etc.
7. Ensure livestock are handled humanely and with minimal stress, adhering to Council's responsibility to the industry to minimise livestock damage and in compliance with Council's procedures, accreditation, and Code of Practice.
8. Provide a high level of service and build sustainable relationships with Council's customers in the provision of Saleyard services. Ensure service is delivered in a professional and efficient manner in keeping with Council's position requirements.
9. Provide support to the Saleyards Coordinator for the delivery of strategic and operational objectives which may include but not be limited to various operational programs and budget development.
10. Oversee the provision of public weighbridge services to the public.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Well-developed verbal and written communication and computer skills including the ability to liaise and negotiate with a wide range of people at all levels and effectively prepare routine and non-routine correspondence
- Demonstrated ability to work as part of, and supervise, a small team
- Thorough knowledge, or ability to quickly acquire thorough knowledge, of the following relevant policies, procedures, legislation and standards applicable to the position including, but not limited to:
 - *Australian Standards for the Export of Livestock (ASEL)*
 - *Biosecurity Act 2014*
 - *Land Protection (Pest and Stock Route Management) Act 2002 and Land Protection (Pest and Stock Route Management) Regulation 2003*
 - *Land Act 1994 and Land Regulation 2020*
 - *Environmental Protection Act 1994* and associated legislation
 - *Agricultural Chemical Distribution Control Act 1966*
 - *Local Government Act 2009*
 - Local Laws,
 - Council Saleyards Quality Assurance Manual
 - The various reporting mechanisms used within Regulatory Services.
- Sound practical knowledge, and demonstrated skills in handling, of cattle, horses and other livestock.
- Proficiency in MS Office, Excel, and relevant computer applications relevant to Saleyards operations.

POSITION DESCRIPTION

| Education/Qualifications |

Essential:

- First Aid and CPR Certificate
- Possession of a General Safety Induction Certificate (Construction Industry)

Desirable:

- Cattle Tick Training
- Animal Welfare Training

| Licences |

Essential:

- This position requires possession and maintenance of, at minimum, a current Queensland Class C driver's licence.
- Possession of, or ability to acquire, a Firearms Licence Class A & B

Desirable:

- RII certificate/s of competency (or equivalent) in operation of Skid Steer Loader
- RII certificate/s of competency (or equivalent) in operation of a Front-End Loader

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- Ability to undertake field work whilst exposed to inclement weather
- Physically fit to carry out moderate to heavy manual handling tasks
- Undergo mandatory immunisation against Hepatitis A and B, Q Fever and Australian Bat Lyssavirus, or provide medical documentary evidence of suitable immunisation. This is required as the work environment involves exposure to areas identified as "at risk" work areas.

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION DESCRIPTION

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____