

<b>POSITION TITLE:</b>	Saleyard Officer	<b>POSITION NO:</b>	2677
<b>EMPLOYMENT TYPE:</b>	Maximum Term Full Time		
<b>CLASSIFICATION:</b>	Level C		
<b>CERTIFIED AGREEMENT:</b>	Field Staff	<b>AWARD:</b>	QLGIA
<b>DEPARTMENT:</b>	Liveability		
<b>BRANCH:</b>	Community and Lifestyle		
<b>SECTION:</b>	Commercial Enterprises		
<b>REPORTS TO:</b>	Coordinator Commercial Enterprises		

**ORGANISATIONAL VALUES:**  Honesty  Respect  Accountability  Integrity  Unity

## 1. PRIMARY ROLE

Manage Council's Saleyards and Dipping facilities 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 effective and community-valued manner.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Ensure the effective operation of the saleyard by providing guidance and direction in animal husbandry and saleyard operations to employees, agents and members of the public using the facilities.
2. Oversee the movement of cattle at the yards and dipping facilities including allocation of holding pens.
3. Undertake general pen maintenance; cleaning of yards and amenities, weed spraying, rubbish removal, security, ground and building maintenance and general operations at the yard and dipping facilities.
4. 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.
5. Liaise with members of the public, agents, DAF etc to ensure the effective operation and use of yard and dipping facilities in accordance with legislation and Council policy.
6. Effectively inspect stock to assess tick status and supervise the treatment (dipping or spraying) of stock to ensure the eradication of ticks on behalf of Council as per the Queensland Biosecurity Act 2014 & the Biosecurity Regulation 2016 at nominated saleyards/ dipping facilities and issue cattle tick biosecurity certificates and stock movement records as required.
7. Manage Council Dipping facilities to maintain chemical strength of dipping vat through calculation of volume, mixing of chemicals and adjusting dip fluids by topping up water and chemicals as required and submitting dip samples.
8. Complete additional activities and reasonable directions given by management.

**3. ADDITIONAL FACTORS**

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions
- Immunisation injections will be required for this position (Q Fever)

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Accredited Cattle Tick Certifier in accordance with the Biosecurity Act 2014.
- Minimum requirement of a current C Class driver's licence.
- Certificate in Animal Husbandry/ Welfare (desirable).
- Level 2 Chainsaw ticket (desirable).
- Forklift/ Bobcat ticket (desirable).

**5. KEY SELECTION CRITERIA**

1. Experience working with cattle and knowledge of the cattle industry, the National Livestock Identification Scheme, animal welfare and livestock handling management.
2. Demonstrated knowledge and experience in livestock operations and saleyard functions.
3. Sound literacy, numeracy, and computer skills including knowledge of Saleyard Software Systems.
4. Sound interpersonal and communication skills with the ability to effectively communicate with staff, agents, and members of the public.
5. Ability to follow direction and work unsupervised.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

<b>AUTHORISATION</b>	
Acting General Manager Liveability: Leanne Petersen	Signature: 