

POSITION	LOCATION	REPORTING RELATIONSHIP
Depot Manager	Roebuck Export Depot	Executive Director Agricultural Operations
ORGANISATIONAL CONTEXT		
<p>Primary Partners Pty Ltd is a wholly owned subsidiary of Nyamba Buru Yawuru Ltd (NBY) and is the company which has management and control of Roebuck Export Depot (RED). Both live export and the ability to move cattle to southern WA in accordance with biosecurity conditions, underpins the pastoral industry of Northern WA, and RED provide a fundamental service provision to the industry. The facility has the capacity to hold over 17,000 head at any one time and is utilised by exporters and livestock agents to aggregate cattle for live export markets as well as handling transit cattle for the domestic markets. The facility operates under strict environmental and animal welfare standards and holds animal welfare in the highest regard.</p>		
PRIMARY FUNCTION		
<p>The Depot Manager is responsible for the safe, efficient, and compliant operations of the Roebuck Export Depot, including overseeing livestock welfare, biosecurity, compliance requirements, staff management and financial management.</p>		
LINE MANAGEMENT RESPONSIBILITIES	COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES	
<ul style="list-style-type: none"> • Cook • Head Stockman • Administration & Finance Officer • Any other PPPL staff as needed 	<ul style="list-style-type: none"> • Executive Director Agricultural Operations • NBY Executive team • Internal colleagues • Relevant industry stakeholders • Yawuru and non-Yawuru community stakeholders • Consultants and research staff 	
KEY RESPONSIBILITIES		
<p>LEADERSHIP</p> <ul style="list-style-type: none"> • Play a key role in shaping and promoting the organisational culture at the Export Depot. • Have a strong commitment to fostering an inclusive, collaborative, positive and safe environment, in alignment with NBY values. • Maintain and enhance Yawuru’s brand and reputation. • Demonstrate initiative and regular communication across all levels of the organisation. <p>OPERATIONAL MANAGEMENT AND COMPLIANCE</p> <ul style="list-style-type: none"> • Management of Roebuck Export Depot (RED) in accordance with industry best practice. • Ensure all livestock in the RED are handled humanely and in accordance with best practice animal welfare standards. • Ensure that the electronic recording of all transactions and activities is completed to the highest level of accuracy. • Keep all RED records according to NBY’s guidelines, and those of the relevant regulatory agencies, ensuring all documentation is completed to the highest level of accuracy. 		

- Provide a monthly management report in writing to NBY on all material facts regarding the operations conducted during the previous month by the tenth of the following month.
- Manage the purchase of goods and services through NBY's purchase order system in accordance with the approved budget and in accordance with the NBY's purchasing procedures with the aim of keeping expenditure below the budget.
- Draft and submit to NBY budgets and operations program for each financial year and undertake half yearly revisions of such budgets and programs.
- Plan and manage the implementation of infrastructure improvement in accordance with the approved annual budget.
- Management of the repair, maintenance and care of all infrastructure and plant and equipment in accordance with the recommended industry standards. Maintain a repair and maintenance schedule for individual items of equipment.
- Consistent with NBY's guidelines, employ or engage such employees or contractors as are required to conduct the operations of the RED giving priority to maximising the employment of Aboriginal persons and Torres Strait Islanders.
- Ensure the integration of NBY's Indigenous training activities into the daily operations of all work at the RED.
- Assume direct responsibility for Work Health & Safety (WH&S) within areas under your control. Provide all employees with information, instruction, training and supervision necessary to enable them to perform their work in a manner that is competent, safe and in accordance with industry WH&S standards and Primary Partners WHS Injury Management Program.
- Participate in, and implement the recommendations of, the Hazard Identification Risk Assessment and Control audit(s).
- Provide management oversight of RED's manure composting infrastructure and processes.
- Organisational culture is maintained and enhanced in alignment with NBY's values.

INDIVIDUAL COMMITMENT

- All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety standards and practices relevant to the pastoral industry, and it is the responsibility of all employees to ensure they and their co-workers always adhere to such standards, and that visitors to the property always comply with all safety instructions.
- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours
- Enact NBY's conditions of employment, code of conduct, and organisational policies and procedures, and adhere to relevant legislative requirements.
- Continuously identify opportunities for improvement.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Extensive experience in livestock management.
2. Extensive experience in running a live export depot and/or extensive experience in the live export industry.
3. Excellent communication and interpersonal skills to manage staff, contractors, suppliers, and stakeholders.
4. Good organisational skills and ability to prioritise workloads.
5. Experience in operating relevant machinery.



6. Financial management skills.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

7. Any formal certification e.g., TAFE certificates, first aid, white card.

8. Knowledge of Yawuru culture and Country.

9. Experience in working with Indigenous people.

PRE-EMPLOYMENT REQUIREMENTS AND CONDITIONS OF EMPLOYMENT

10. National Police Clearance.

11. Subject to the approval of the Delegate accrued Annual Leave must be taken during the “Wet Season” or “Off Peak” season.

12. There will be a requirement to undertake extended out of hours of work during peak periods.

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

Depot Manager: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____