

## Position Description

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| <b>Position Title:</b> Assistant Operations Manager       | <b>Date:</b> March 2018              |
| <b>Reports to:</b> Operations Manager                     | <b>Location:</b> Blanchetown SA      |
| <b>Department:</b> Southern Cross Poultry Fund Operations | <b>Direct Reports:</b> Farm Managers |

## Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

The Assistant Operations Manager is responsible for the oversight and operational management of the modern free range growing facility in the Blanchetown region. The Assistant Operations Manager assists management to achieve long-term production goals, following sustainable livestock management practices, improving the overall efficiency of the property and increase profitability through the effective operational management of seven farms. This includes leading, developing and coaching a team of farm managers and their staff to meet performance objectives and KPIs including oversight of livestock, feed management, ranging management, staff training and development, record keeping, compliance with WH&S and relevant industry legislation and practices including bio security requirements.

## Responsibilities

### Oversee Animal Husbandry:

- Monitor growth rates against targets. Oversee the administration of vaccines, supplements and other appropriate animal husbandry;
- Oversee the prescribing and implementation of the animal husbandry program including training and supervision of staff. This includes flock health programs young stock management and preparation of culling lists, weight records;
- Investigate complaints of animal neglect or cruelty, and follow up on complaints

### Oversee Feed Management and Delivery:

- Determine feed availability based on growth rates. Oversee its allocation including setting up rotation plan and use of temporary fencing.
- Set up, operate and monitor feed delivery equipment per shed farm and elsewhere on farm. Oversee feed ordering / inventory.
- Oversee the sourcing and reticulation of water to flock to meet their requirements.
- Includes understanding of dietary requirements based on production and cost.

### Oversee Production:

- Ensuring the Operation remains disease free, performs optimally and operates cost effectively by regular reviewing of Farms and performance data that drive the operation (e.g. Mortality Rate, Body Weight, Feed Consumption)

- Identify need for renovation of litter, organise overturning/removal, summer and winter schedule including purchase of litter.
- Implement and oversee the irrigation program including maintenance of irrigation equipment and adequate monitoring at all times
- Follow weed management policy on facility. Monitor and determine most appropriate treatment.

Plant Equipment and Infrastructure Maintenance:

- Oversee maintenance program for farm facility vehicles, equipment and implements.
- Direct and assist workers in maintenance and repair of facilities.
- Contributing to the annual budgeting process and periodic forecasting by providing the Manager with timely and accurate budget proposals and forecasts.
- Monitoring, forecasting and reporting on financial performance for poultry operations

Leadership and Administration:

- Ensure compliance with workplace legislation including Biosecurity, the Safety Management System and HSEQ requirements.
- Assist in implementation of risk management strategies and report to management on significant risk including financial, safety, environmental and employee risk.
- Provide leadership, development and coaching to a team of farm managers and their staff to meet performance objectives and KPIs
- Oversee and manage the resourcing of the farms to deliver operational outcomes including the effective engagement and training of new employees
- Oversee the organisation of a roster for all staff including allocation of tasks. Organise the communication system including staff meetings, whiteboards, use of telecommunication equipment and message protocols.
- Train staff in animal care procedures, maintenance duties, and safety precautions.
- Prepare reports concerning facility activities, employees' time records, and animal treatment.
- Confer with managers to determine production requirements, conditions of equipment and supplies, and work schedules.
- Workforce planning - maintaining correct staffing levels with the necessary skills by systematically planning and implement employee vacation schedules and accurately forecasting recruitment needs.
- Ensuring that farm activities comply with government regulations.
- Giving feedback and gaining commitment in improving area performance by conducting performance improvement sessions, on job coaching and attending weekly operation performance meetings.
- Protecting the environment and maintaining bio-diversity.
- Sustaining a positive team spirit by treating team members fairly and dealing with problem situations firmly and decisively.
- Monitoring staffs condition of employment in relation to their workplace and accommodation by visiting them in their workplace and house's periodically.
- Report to management on business performance, operational compliance, biosecurity, health and safety, and environmental issues
- Implement technology and reporting systems as required
- Undertake all other activities as directed by management

AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

### Experience /Qualifications

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| <ul style="list-style-type: none"> <li>• Qualifications in Business/Agricultural related field or equivalent experience</li> <li>• Minimum of 5 (five) years' experience working in the poultry industry or similar role</li> </ul> | <ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Highly developed communications and negotiation skills</li> <li>• Current Driver's License</li> </ul> |
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### Competencies and Skills

- Solid grounding and appreciation of the concepts, principles and practical applications on animal husbandry and business operations
- Demonstrated skill and experience in leading, managing, coaching and motivating a team of staff remotely and directly
- Ability to develop and maintain strategic relationships with all stakeholders
- Strong commercial acumen and entrepreneurial drive to maximise value in business management with the ability to organise and manage conflicting work priorities
- Extensive work history and demonstrated ability to work in a multidisciplinary and diverse team
- Attention to detail and demonstrated ability to plan, prioritise and organise work demands and meet tight deadlines
- Strong computer skills and proficient in the use of Microsoft suite

### Key Relationships

#### Internal

- Senior Management
  - National Livestock Investment Manager
- Operations Manager
- Head Office
  - HSEQ Manager
  - Financial Manager
- All Farm staff

#### External

- Inghams
- Suppliers
- Local Businesses
- Local Communities
- Contractors

### Position Description Approval:

| Position Title                        | Name | Signature | Date approved |
|---------------------------------------|------|-----------|---------------|
| National Livestock Investment Manager |      |           |               |
| Assistant Operations Manager          |      |           |               |