

## Position Description

<b>Position Title:</b> Assistant Manager	<b>Date:</b> September 2018
<b>Reports to:</b> Operations Manager	<b>Location:</b> Inverell Regional Livestock Exchange
<b>Department:</b> Operations	<b>Direct Reports:</b>

## 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 Manager provides business and operational support and assistance to the site Operations Manager to achieve commercial business outcomes through the effective management of day-to-day operations of the Livestock Exchange (LX) facility. This includes leading a team of skilled staff in the delivery of business operations and services, facility management and maintenance, finance management, meeting and exceeding compliance with WH&S relevant industry legislation and practices.

The Assistant Manager plays an integral part in our succession plan and is expected to understand all aspects of the business, and act in the Operations Manager's role as required.

## Key Responsibilities

- Assist the site Operations Manager in managing the site in accordance with the Safety Management System and Safety related policies;
- Provide leadership, development and coaching to a team of staff to meet performance objectives and KPIs;
- Coordinate and manage business and facility operations and compliance in accordance with livestock movement and scanning contracts;
- Manage sale day activities ensuring the efficient throughput of livestock, monitor and measure sale day financial outcomes;
- Assist with the development of comprehensive business performance, compliance and financial reporting;
- Contribute to the management of operational expenditure and capital expenditure in accordance to approved budgets;
- Ensure any potential animal welfare incidents are addressed, reported and recorded;
- Coordinate maintenance activities and documentation to ensure the site is maintained to a high standard;
- Assist the Operations manager to achieve and exceed operational compliance requirements with WH&S, relevant legislation, licencing and codes of practice;
- Assist the Operations Manager in the achievement of the quality, safety, environment, animal welfare, and biosecurity outcomes in accordance with company policy and procedures;
- Contribute to the identification and management of new business opportunities and relevant marketing of the business;
- Develop, build and enhance positive relationships with the varied and diverse third parties involved in the operation of the LX facility; and
- 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 Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Qualifications in business/agricultural related field or equivalent experience</li> <li>• Minimum of 4 years' experience working in the agricultural industry</li> <li>• This role requires the incumbent to have been or be prepared to be vaccinated against Q fever.</li> <li>• Current Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Current First aid certificate</li> <li>• Firearm license</li> <li>• Machinery operation qualifications</li> <li>• HR truck license</li> </ul>

Competencies and Skills
<ul style="list-style-type: none"> <li>• Demonstrated skill and experience in leading and managing people;</li> <li>• Ability to develop and maintain strategic relationships with all stakeholders;</li> <li>• Strong commercial acumen and drive to maximise value in business management with the ability to organise and manage conflicting work priorities;</li> <li>• Solid grounding and appreciation of the concepts, principles and practical applications of animal husbandry and business operations;</li> <li>• Extensive work history and demonstrated ability to work in a multidisciplinary and diverse team;</li> <li>• Excellent attention to detail and demonstrated ability to plan, prioritise and organise work demands and meet tight deadlines; and</li> <li>• Strong computer skills and proficient in the use of Microsoft suite.</li> </ul>

Key Relationships	
<p>Internal:</p> <ul style="list-style-type: none"> <li>• Senior Management <ul style="list-style-type: none"> <li>○ CEO;</li> <li>○ General Manager Operations; and</li> <li>○ Regional Manager.</li> </ul> </li> <li>• Head Office <ul style="list-style-type: none"> <li>○ Operations Coordinator</li> <li>○ Financial Manager;</li> <li>○ Accounts Receivable and Accounts Payable</li> </ul> </li> <li>• All Site Staff</li> </ul>	<p>External:</p> <ul style="list-style-type: none"> <li>• Agents</li> <li>• Livestock Buyers</li> <li>• Suppliers</li> <li>• Local Businesses</li> <li>• Local communities</li> <li>• Vendors</li> <li>• Transporters</li> </ul>

Position Description Approved by:			
Position Title	Name	Signature	Date approved
General Manager Operations			

Position Description Accepted by:			
Position Title	Incumbent Name	Signature	Date accepted
Assistant Manager			