



ASHBURTON  
ABORIGINAL  
CORPORATION

## Job Description

### Station Manager – Peedamulla Station

February 2019

<b>POSITION</b>	Station Manager Peedamulla Station		
<b>DIVISION</b>	Ashmulla Pastoral Company Pty Ltd		
<b>LOCATION</b>	Peedamulla Station	<b>REPORTS TO</b>	Pastoral Overseer
<b>STATUS</b>	Full Time	<b>PRIMARY HRS</b>	As required
<b>DIRECT REPORT</b>	Pastoral Overseer		
<b>PERFORMANCE MANAGEMENT</b>	<b>3 month</b> : Probation Review		
	<b>6 months</b> : Progress Review		
	<b>12 months</b> : Annual Performance Review The Performance Management System provides the platform to measure employee progress, including the following: <ul style="list-style-type: none"> <li>• Individual Performance &amp; Training Plan</li> <li>• Half yearly Informal Review</li> <li>• Annual Performance Appraisals</li> </ul>		

#### POSITION OVERVIEW AND FRAMEWORK

Ashburton Aboriginal Corporations (AAC's) mission is "to establish and maintain an environment that benefits Aboriginal people through the creation of culturally appropriate employment and enterprise opportunities and the provision of education and training service throughout the Pilbara"

The Ashburton Aboriginal Corporation (AAC) provides direct and culturally appropriate services and support to Aboriginal people in the Pilbara to enable engagement with, and participation in the local economy through employment and the establishment of Indigenous owned and operated enterprises. The programs and services provided by AAC include:

- Employment services.
- The development and establishment of economic projects and enterprises.
- Education and training for work readiness and mainstream employment.

In order to do this AAC:

- Partner with other Aboriginal Organisations for mutual benefit.
- Access resources from State and Federal Government.
- Build trust and friendship within the wider community.

AAC's Strategic Plan identifies four Key Focus Areas (KFA's); Services and Delivery (KFA 1); Enterprise (KFA 2); Research and Development (KFA 3); Organisational Development and Capacity (KFA 4). These key focus areas are the foundations of the Corporation.

The Corporations core competency is Service, supported by a further three competencies (Key Result Areas) Leadership, Sustainability, Innovation.

#### **Ashmulla Pastoral Company** (Key Focus Area 2 – Enterprise)

AAC Operates three pastoral properties in Western Australia being, Peedamulla Station, Mt Divide Station and Karbar Station. The vision for the Ashmulla enterprise is "Empowering Aboriginal people to independently operate Pastoral Stations, with highly skilled Aboriginal Management". This is achieved through Training, Employment, direct or indirect property management assistance and development.



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Each of the stations have a different focus:

**Peedamulla Station** – Located near Onslow in the West Pilbara, is subleased from Jundaru Aboriginal Corporation is the main breeding property. With new infrastructure to assist in a sustainable management of the property and producing quality cattle for markets and stocking other properties. Peedamulla is also home to the residential training facility to support employment outcome for jobseekers looking for work in the pastoral industry. This property will transition its management back to Jundaru in 2020 so a large focus is staff development.

**Mt Divide Station** – Located in the East Pilbara north of Newman, is subleased from the Irrungadji Group Association and is a new addition to the Ashmulla properties. Mt Divide will be the home to a work for the dole program and after many years of neglect will development of infrastructure will be the main focuses.

**Karbar Station** – Located in the Mid-West north of Cue, is owned by Ashburton Aboriginal Corporation. It has been predominantly run as a cattle stud but has plans to develop with the cattle business, Horticulture, Tourism and Training. A large focus will be on development of infrastructure such as yards and fencing.

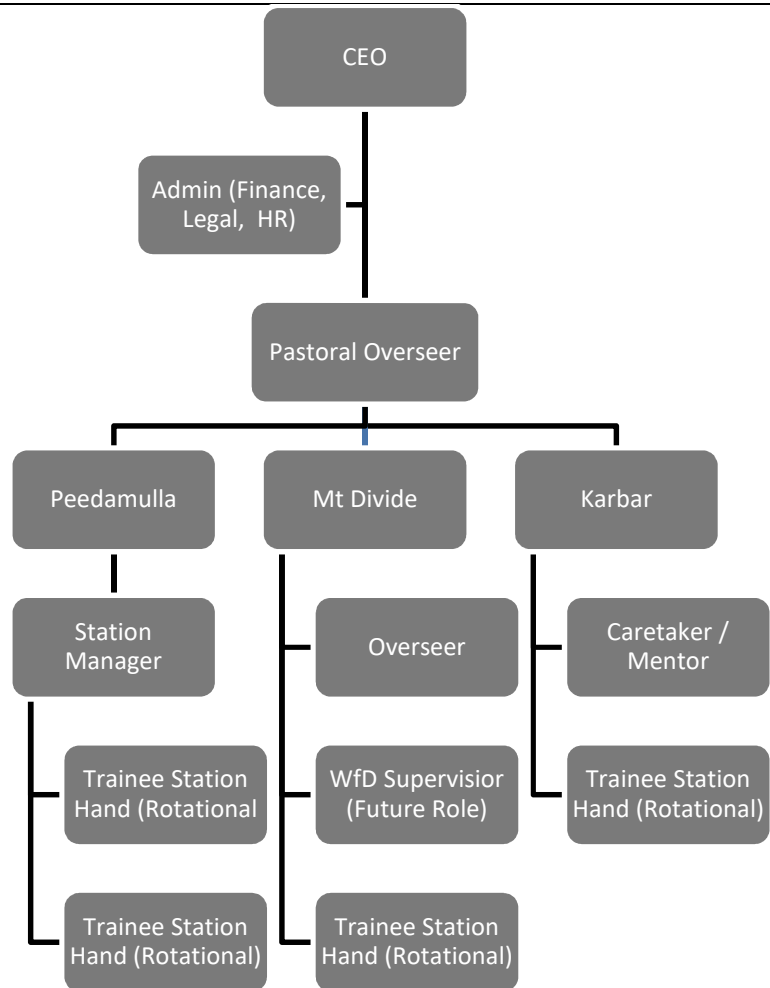


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### PASTORAL DIVISION STRUCTURE





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#### PROFILE CRITERIA

#### Essential

- A Strong Work Ethic
- Livestock management capabilities
- Demonstrated abilities in the pastoral maintenance and management
- Demonstrated experience in managing multiple projects at any one time
- Proven management of people across culturally diverse social-economic backgrounds
- Demonstrated experience or capacity with an interest in training and mentoring job seekers from various communities
- Ability to develop and implement workflows
- Understanding of key performance drivers
- Demonstrated understanding of key economic, social and environmental drivers that affect the organisation
- Demonstrated understanding of Risk to ensure risk assessment process is managed
- Capacity to operate independently of direct Supervision
- Excellent cross-cultural communication skills with well-developed interpersonal, verbal and written skills.
- Demonstrated experience in project management and/or program coordination
- Demonstrated Time Management Skills
- Sound knowledge of Occupational Health and Safety requirements.
- Excellent Interpersonal skills
- Ability to be adaptive, collaborative, flexible and innovating in problem solving as a contributing member of the wider team.
- Understand and comply with AAC's Policy & procedures
- Communication and cultural competence
- Capacity to represent AAC in a professional manner working independently or as part of a team
- Hold a current Western Australian 'C' class Drivers Licence
- Undertake a Police Clearance check upon employment
- Competent in Microsoft Office with the ability to grasp other IT programs/ databases

#### Desired

- Demonstrated experience or capacity to work and engage with Aboriginal people.
- An understanding of the cultural, political, economic and social issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.
- Experience in or understanding of employment and/or community service programs
- Experience in working for Not for Profit organisational frameworks



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### POSITION RESPONSIBILITIES

#### Obligations of the Station Manager

##### Key Focus Area 2 – Enterprise

##### Key Result Area 1 – Service

##### Under the direction of the Pastoral Overseer

##### Livestock

- Monitor welfare of all livestock according to Welfare of Animals between processing, transport and birth to death / sale of livestock
- Lead mustering team and implement animal husbandry programs.
- Lead, mentor and train station stock staff in effective livestock handling
- Maintain paddock security with reference to gates and fences
- Manage the movement of cattle to ensure optimum use of pasture and the long-term sustainability of pasture.
- Undertake herd management practices to meet budget and development goals.
- Monitor growth rates and condition of stock.

##### Maintenance & Infrastructure

- Implementation of the annual maintenance and capital improvement programs and development goals
- Maintenance of the homestead and quarters building and yards, including gardens and lawns
- Oversee the development and management of water resources to ensure a continuous supply of water for cattle and a spread of water resources to allow maximum pasture utilisation.
- Oversee the development and implementation of weed or pest management plans as required

##### Quality, Finance and Administration

- Ensure all records are accurate and submitted in a timely manner
- Maintain herd records in excel spread sheet format, complete Stock Advice Notices and stock returns.
- Ensure stock movements are recorded in compliance with *National Livestock Identification System (NLIS)*

##### Key Result Area 2 - Leadership

##### Training Programs

- Lead and monitor station trainees and participants in training all aspects of a pastoral station including stock handling, fencing, yard building, water maintenance and equipment use.

##### Key Result Area 3 - Innovation

##### Rangelands

- Monitor and assist the environmental and natural resources programs on the station with the maintenance of appropriate records



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#### Development

- Offer input into new ventures and possibilities to plan and develop enterprise on the station.

#### Key Result Area 4 - Sustainability

In alignment with AAC vision and mission, monitor and report strategies to continuously improve effective and efficient operations

#### People & Safety

- Effective communication with Management and Staff
- Lead and mentor station stock staff into an effective operational team.

### ADDITIONAL INFORMATION

#### Housing

- Housing is located within the Station Camp complex
- Housing in a one bedroom self-contained donga unit, with full access to the complex Mess/Lounge and Kitchen facilities if required.
- The Camp complex is also used for station and transiting staff of work/mustering/events
- A separate accommodation quarters are also available for transit staff/events
- Camp complex is not to be used for personal use without approval from CEO
- Personal belongings are the responsibility of employee and not to be stored in sheds and work areas without permission

#### Other

- Work vehicle provided work station purpose and limited personal use
- Work tools provided or allowance depending on preference
- Power for housing is provided

### Tasks

#### Daily

- Water and fencing checks as per schedule
- Log book entries for vehicle use
- Log book entries for fuel usage

#### Weekly

- Report weekly via phone with Pastoral Overseer
- Wash and Clean work vehicles

#### Monthly

- Report on monthly activity against work schedule
- Forward vehicle logs to Asset Manager
- Forward Service schedule to Pastoral Overseer
- Forward fuel logs to Accounts
- In conjunction with Pastoral Overseer plan next month's work schedule
- Request upcoming materials requirements to plan orders via Pastoral Overseer
- Clean and grease all machinery



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#### Salary:

Job Title:	Station Manager – Peedamulla	
Salary:	Base Salary:	\$ 60,450.00
	Remote Allowance:	\$ 3,065.00
	Leave Loading:	\$ 855.00
	Superannuation:	<u>\$ 6,115.15</u>
		\$ 70,785.15
	Keep(while on station)	\$ 125.00 per week
	Accommodation & Power	Provided
	Vehicle	Provided

Opportunity of salary sacrifice up to \$15,000 per year tax free.



**TRANSREMOTE**

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