



Beef industry on-station quality workforce handbook

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Beef industry on-station quality workforce handbook

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Introduction

Background

The Queensland Government is committed to working with agribusinesses and the community to grow agriculture as one of the four pillars of the economy.

Queensland's agriculture, fisheries and forestry industries have an estimated total production value of \$14.7 billion. They employ more than 90 000 people and earn more than \$5.4 billion in exports. However, they can only continue sustained growth in an environment of strategic workforce development, attraction and retention.

To this end, the Queensland Department of Agriculture and Fisheries (DAF) has collaborated with leaders of our \$3-billion-plus beef industry to, for the first time, develop beef industry career pathway models, agreed position descriptions and salary packaging models in a bid to attract and retain agricultural workers.

Informed by broad industry consultation and market research, DAF prepared the 'Agricultural industry skills and workforce development report'. While the scope of this report extended across all Australian agricultural sectors, it did specifically identify the key challenges and opportunities for Australian beef producers regarding workforce development. In particular, it revealed that the beef industry is heavily affected by a shortage of workers due to many factors, including competition from other industries, a low level of formally recognised skills, fragmented career pathways and isolation. Industry also recognised that the lack of consistency in position descriptions across producers limited access to government support. As a result, enhancing the capacity of the Australian beef industry to attract and retain on-station workers was identified as a priority.

In response, DAF commissioned the development of this handbook for use by the Australian beef industry.

This handbook helps to identify the skills needed in the Australian beef industry, specifically the on-station beef production sector, and provides guidelines for career development. It is the foundation—a first step—in enabling the on-station beef production sector to achieve a consistent approach to its workforce management and development. This will allow the beef industry to create and market an exciting employment and career pathway story that will attract and retain a skilled and committed workforce. Beef producers of all sizes, as well as governments and non-government organisations such as industry bodies, can use this handbook to inform sector-wide employment marketing. They can also improve on-station recruitment, retention, performance management and career progression.

This publication has been created in collaboration with:

- S. Kidman & Co Ltd
- Heytesbury Cattle Company
- North Australian Pastoral Company Pty Limited
- Consolidated Pastoral Company Pty Ltd
- Australian Agricultural Company
- Stanbroke.

These project partners were most generous with their time and expertise. They trust that this project will help attract and retain on-station workers across the entire Australian beef production sector.

About this handbook

This handbook includes:

1. a generic organisational structure that provides consistent terminology for on-station beef sector roles
2. a competency framework showing the progression from entry-level to senior positions
3. template position descriptions for all on-station beef sector positions outlined in the generic organisational structure
4. standardised career pathways for on-station beef industry workers based on the position descriptions and competency framework.

The generic organisational structure that forms the basis for this handbook does not address the intricacies of all roles across all stations. For example, some larger beef producers will require additional roles and smaller beef producers may require fewer, more integrated roles. Similarly, the content of the position descriptions may need to vary to suit a specific site.

This handbook is not intended to provide a prescriptive approach for the whole sector. It serves as a consistent foundation tool, which each user can customise to suit their individual needs.

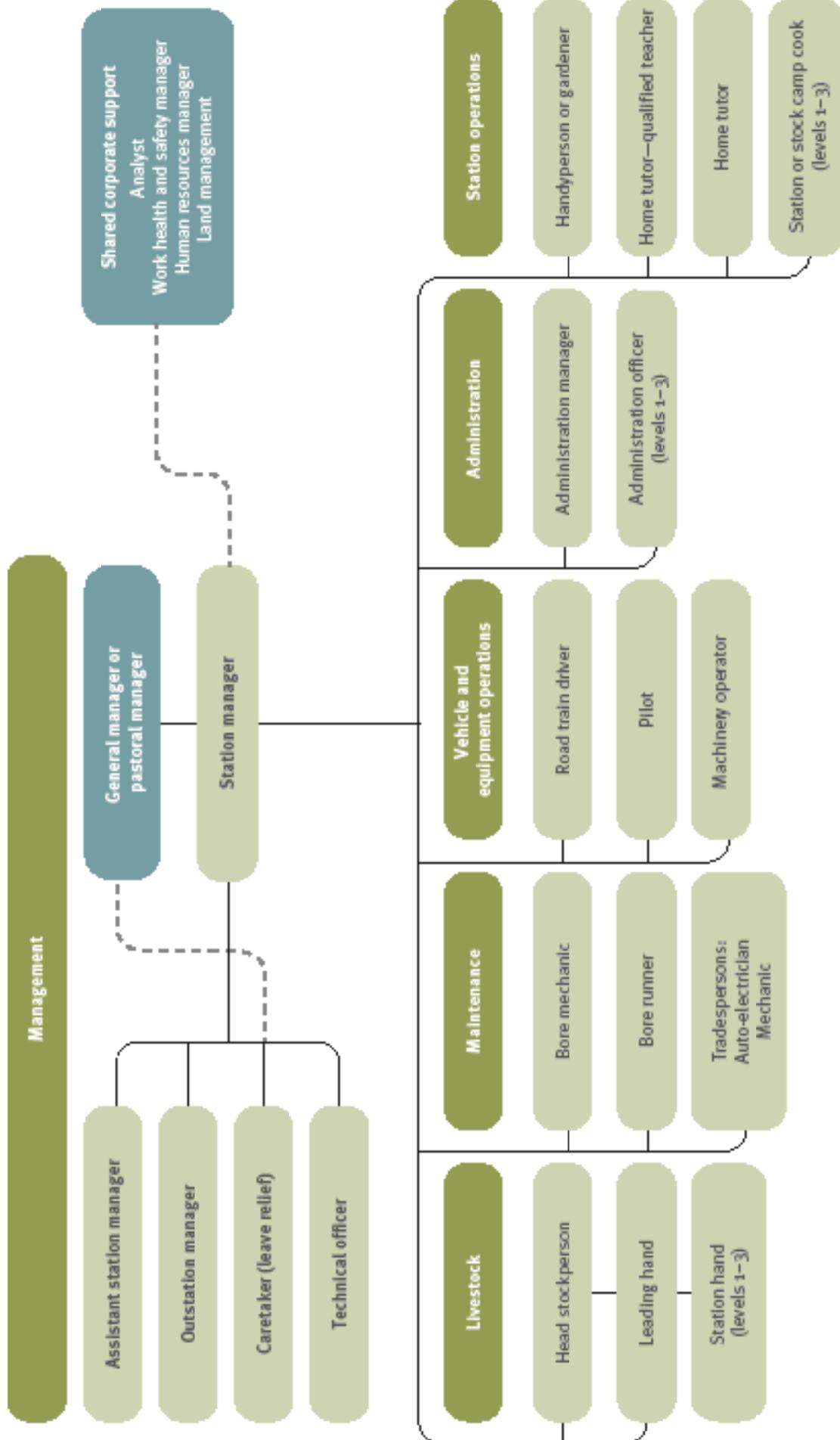
Salary package calculator

A salary package calculator has been developed to complement this handbook. It has been created in Excel® format and enables users to calculate the approximate value of the salary for each on-station role within the beef production sector.

The aim of this simple tool is to help beef producers estimate the total value of remuneration for individual on-station roles. The calculator provides employers with a guide to the true value of remuneration once all allowances and benefits (such as accommodation, food, travel and clothing) are taken into account. This information can be used to enhance recruitment and retention. The estimated salary packages can be promoted to potential candidates, existing staff and the market generally to positively reposition the value of working on-station in the beef sector.

Note: This is a generic and basic estimation tool and should only be used as a guide. It does not accurately account for individual tax circumstances.

To access the tool, contact DAF on 13 25 23.



Roles shaded are off-station roles and have been included to clarify the internal career pathway.

Competency framework

For the purposes of this framework, *competencies* are defined as behaviours that lead to both an ability to perform the role and successful performance of the role. This framework uses eight competency areas, which are grouped into three clusters—*people*, *direction* and *delivery*.

Four levels of competencies have been developed—A, B, C and D. Every on-station role is allocated to one of the four competency levels, as shown in Table 1. However, the allocation in Table 1 is not definitive and should be used as a guide rather than a prescriptive rule.



Table 1 Allocation of on-station roles to competency levels

Competency level	Roles
A	Station manager
B	Assistant station manager Outstation manager Caretaker (leave relief) Technical officer
C	Head stockperson Leading hand Bore mechanic Tradesperson Road train driver Pilot Machinery operator Administration manager Home tutor—qualified teacher
D	Station hand (levels 1–3) Bore runner Administration officer (levels 1–3) Handyperson or gardener Home tutor Station or stock camp cook (levels 1–3)

The specific competencies for levels A, B, C and D are shown in Tables 2–5. The competencies are intended to be discrete and cumulative, with each level building on the levels below. For example, a person demonstrating a competency at level A will be also demonstrating level B, C and D competencies in that area. Similarly, a person demonstrating a competency at level C will be also demonstrating level D competencies in that area.

Table 2 Level A competencies

Cluster	Competency area	Competencies
People	Leading	<ul style="list-style-type: none"> Leads and directs from the front, communicating with and motivating staff. Inspires staff to engage fully with the long-term vision of the station.
	Communicating	<ul style="list-style-type: none"> Actively promotes the station's reputation externally and internally. Communicates with clarity, conviction and enthusiasm. Influences external partners, stakeholders and customers successfully to secure mutually beneficial outcomes. Proactively creates, maintains and promotes a strong network of connections with colleagues across the company.
	Building capability	<ul style="list-style-type: none"> Has a strong focus on continuous learning for oneself and the team. Leads and champions staff development and career management. Identifies capability requirements needed to deliver future business objectives and develops/manages the team resources to meet these needs.
Direction	Planning	<ul style="list-style-type: none"> Demonstrates excellent organisational and problem-solving skills. Translates business objectives into clear and manageable operational plans and determines resource requirements to support implementation.
	Changing and improving	<ul style="list-style-type: none"> Creates effective plans, systems and governance to manage improvement and change. Demonstrates initiative and enterprise. Drives and delivers a culture that emphasises continuous improvement, innovation and efficiency.
	Making effective decisions	<ul style="list-style-type: none"> Ensures involvement and consultation and takes decisive action when required. Uses a wide range of financial and management information to evaluate options, impacts and risks to generate well-reasoned and justifiable decisions.
Delivery	Delivering quality work	<ul style="list-style-type: none"> Understands, develops and applies management systems across a broad range of disciplines to ensure compliance and quality. Drives and delivers a culture of quality work. Behaves professionally.
	Delivering outcomes	<ul style="list-style-type: none"> Translates strategic business priorities into a clear, outcome-focused operational plan. Maintains a strong focus on priorities, holding others to account for priorities, and swiftly responds to changing requirements. Drives a performance culture.

Table 3 Level B competencies

Cluster	Competency area	Competencies
People	Leading	<ul style="list-style-type: none"> Leads, develops and manages diverse teams. Delegates and allocates tasks. Encourages contribution and involvement from the team by being visible and accessible.
	Communicating	<ul style="list-style-type: none"> Confidently engages with the team at all levels to generate commitment to goals. Builds a strong network of connections with colleagues across the company. Demonstrates genuine care for staff and others, building strong interpersonal relationships.
	Building capability	<ul style="list-style-type: none"> Ensures that staff development opportunities are fully exploited in order to enhance organisational capability. Coaches and supports the team to take responsibility for their own career development. Actively promotes diversity and equal opportunity.
Direction	Planning	<ul style="list-style-type: none"> Makes clear, practical and manageable plans to deliver the program of work. Ensures compliance with legal and regulatory requirements. Demonstrates advanced organisational and problem-solving skills.
	Changing and improving	<ul style="list-style-type: none"> Demonstrates initiative and enterprise. Is open to and facilitates a culture that emphasises continuous improvement, innovation and efficiency.
	Making effective decisions	<ul style="list-style-type: none"> Ensures involvement and consultation where necessary and takes decisive action when required. Uses a wide range of operational information to evaluate options, impacts and risks to generate well-reasoned and justifiable decisions.
Delivery	Delivering quality work	<ul style="list-style-type: none"> Applies management systems across a broad range of disciplines to ensure compliance and quality. Facilitates a culture of quality work. Behaves professionally.
	Delivering outcomes	<ul style="list-style-type: none"> Applies significant experience and knowledge to oversee the station's operational plans. Facilitates a performance culture.

Table 4 Level C competencies

Cluster	Competency area	Competencies
People	Leading	<ul style="list-style-type: none"> Is able to work autonomously without direct supervision and as part of a team. Supervises and trains team members. Is able to effectively delegate tasks and oversee day-to-day program operations. Works cooperatively and collaboratively with diverse station teams. Deals with conflict in a prompt, calm and constructive manner.
	Communicating	<ul style="list-style-type: none"> Speaks clearly and directly. Conveys enthusiasm and energy about their work and encourages others to do the same. Establishes collaborative relationships across the station to support delivery of business outcomes.
	Building capability	<ul style="list-style-type: none"> Identifies and addresses their own and their team's capability requirements and gaps in relation to current and future work. Develops team members by devoting time to coaching and mentoring. Proactively manages their own career and identifies their own learning needs. Continually seeks and acts on feedback to evaluate and improve their own and their team's performance.
Direction	Planning	<ul style="list-style-type: none"> Understands how their own and their team's activities contribute to station priorities. Ensures their own and their team's activities are aligned to station priorities.
	Changing and improving	<ul style="list-style-type: none"> Is willing to learn. Demonstrates initiative and enterprise. Proactively seeks ways to improve systems and procedures. Actively encourages ideas from the team and uses these to inform their own thinking. Is willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
	Making effective decisions	<ul style="list-style-type: none"> Applies risk-management thinking to decision-making. Where appropriate, involves others in decision-making to help build engagement and present robust recommendations. Makes decisions when they are needed, even if they prove difficult or unpopular.
Delivery	Delivering quality work	<ul style="list-style-type: none"> Takes responsibility for the quality of their own and their team's work and seeks opportunities for improvement through continuous learning. Sets priorities, goals, objectives and timescales.
	Delivering outcomes	<ul style="list-style-type: none"> Takes responsibility for delivering expected outcomes. Is able to plan and organise their own work schedule. Acts promptly to keep work on track and maintain performance. Contributes to a common focus and genuine team spirit.

Table 5 Level D competencies

Cluster	Competency area	Competencies
People	Leading	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of their own work, subject to routine supervision. • Proactively contributes to the work of the whole team. • Promotes a culture of compliance with station policies, procedures and legislation, including equality, diversity and health and safety.
	Communicating	<ul style="list-style-type: none"> • Listens to, understands, respects and accepts the value of different views, ideas and ways of working. • Puts forward their own views in a clear and constructive manner.
	Building capability	<ul style="list-style-type: none"> • Takes an active interest in expanding knowledge related to their own role. • Identifies their own skills, knowledge and behaviour gaps to inform their own development plan. • Is open to taking on different roles.
Direction	Planning	<ul style="list-style-type: none"> • Plans own work schedule to ensure tasks are completed on time. • Has an understanding or is developing an understanding of what is required of them in their role and how this contributes to achieving the station's business objectives.
	Changing and improving	<ul style="list-style-type: none"> • Shows initiative on a day-to-day basis. • Is honest, punctual and self-motivated, and is driven to improve. • Considers and constructively suggests ideas for improvements. • Cooperates with and is open to the possibility of change.
	Making effective decisions	<ul style="list-style-type: none"> • Seeks advice when unsure of how to proceed. • Provides feedback to support others to make accurate decisions.
Delivery	Delivering quality work	<ul style="list-style-type: none"> • Takes responsibility for the quality of their own work and seeks opportunities for improvement through continuous learning. • Acts to prevent problems, reporting issues where necessary.
	Delivering outcomes	<ul style="list-style-type: none"> • Performs assigned tasks on time. • Demonstrates a strong work ethic. • Remains positive, organised and focused on achieving outcomes. • Maintains consistent performance.

Position descriptions: management stream

Position description

Station manager

Location:

Reports to: General manager (or pastoral manager)

Purpose

The station manager leads and directs station operations and financial performance and contributes to strategic planning at the company level. The station manager is responsible for leading staff as well as for planning and promoting systems, procedures and policies that enable the company to achieve its performance objectives.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture and ensure the station complies with all requirements of work health and safety legislation.

People

- Develop an annual workforce plan.
- Recruit and retain quality people.
- Promote and direct staff to comply with company policies and procedures.
- Develop staff through coaching, mentoring and learning opportunities.
- Successfully induct new staff into the workplace to ensure productivity and compliance.
- Conduct effective performance development through ongoing discussions and plans.

Management

- Effectively manage and plan the station's operations budgets and financial performance.
- Promote and comply with quality assurance, company systems and legislative obligations.
- Prepare, maintain and communicate reports to assist with business analysis and with meeting strategic objectives.

Livestock

- Plan and effectively manage livestock programs and practice to comply with company policies and relevant legislation.
- Effectively manage biosecurity.
- Create and manage livestock budgets.
- Monitor growth rates and stock condition.
- Plan and manage cattle sales and purchases.
- Ensure accurate livestock records are maintained.

Maintenance

- Plan, manage and implement annual maintenance and capital improvement programs.
- Ensure maintenance meets quality and legislative standards.

Land management

- Develop and manage environmental and natural resource programs such as:
 - pasture optimisation
 - water resource management
 - weed or pest management
 - drought and flood preparedness
 - fire management
 - public access
 - nature conservation.

Other

- Perform other duties and assume responsibilities as assigned.
-

Essential criteria

- Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent
 - At least 3 years experience in station leadership roles
 - Truck and tractor licence (Class MR)
 - Firearms licence (Class A and Class B)
 - Motorcycle licence (Class R)
 - Motor vehicle licence (Class C)
-

Desirable criteria

- Current advanced first aid certificate
 - Chemical users accreditation
-

Skills

Health and safety

- Knowledge and understanding of health and safety across:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - regulatory obligations and related management systems
- Ability to develop and manage health and safety policies, procedures and systems

People

- Knowledge and understanding of people management across:
 - recruitment and retention
 - employee induction and exiting
 - learning and performance development
 - legislation
 - coaching and mentoring
 - payroll

Management

- Ability to develop and manage station business plans
- Ability to manage work programs
- Excellent written and spoken communication skills
- Sound computer literacy, including the ability to apply technology and software such as Microsoft Office™ applications as management tools
- Ability to effectively develop and operate various management systems

- Understanding of budgeting and financial management principles
- Ability to develop and manage complex budgets
- Excellent knowledge of, or the ability to acquire excellent knowledge of, all company policies, procedures, training programs and quality assurance programs

Livestock

- Excellent knowledge of cattle husbandry, herd management and animal handling and treatment
- Ability to manage branding, weaning, weighing, culling, sales and herd health programs as required
- Ability to adjust and distribute livestock classes and numbers according to pasture quality and quantity
- Ability to maintain accurate herd, paddock and quality assurance records
- Ability to implement cattle sales and trading programs in response to seasons and markets
- Understanding of and ability to implement contemporary biosecurity programs
- Understanding of and ability to manage all chemical handling

Maintenance

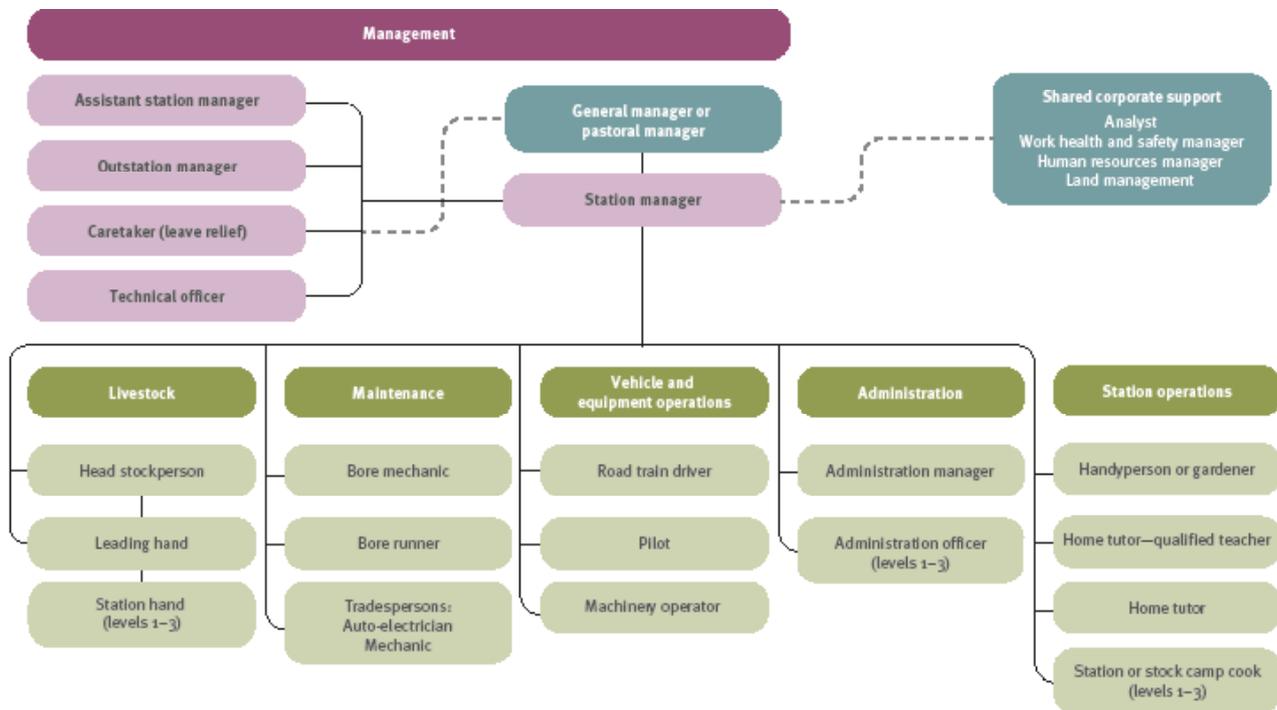
- Ability to plan, manage and implement annual maintenance and capital improvement programs
- Understanding of maintenance quality and legislative standards

Land management

- Ability to develop and manage an environmental and natural resource program
- Ability to plan, monitor and respond to environment and sustainability issues

Relationships

- Reports to the general manager (or pastoral manager).
- Works closely with the general manager (or pastoral manager) and the station management team.



Boxes shaded are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position description

Assistant station manager

Location:

Reports to: Station manager

Purpose

The assistant station manager supports the station manager in leading and directing station operations. The assistant station manager is responsible for leading staff as well as for planning and promoting systems, procedures and policies that enable the company to achieve its performance objectives.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture and ensure the station complies with all requirements of work health and safety legislation.

People

- Assist the station manager to:
 - develop the annual workforce plan
 - recruit and retain quality people
 - successfully induct new staff into the workplace to ensure productivity and compliance.
- Promote and direct staff to comply with company policies and procedures.
- Develop staff through coaching, mentoring and learning opportunities.
- Conduct effective performance development through ongoing discussions and plans.

Management

- Assist the station manager to:
 - effectively manage and plan the station's operations budgets and financial performance
 - prepare, maintain and communicate reports to assist with business analysis and with meeting strategic objectives
 - promote and comply with quality assurance, company systems and legislative obligations.

Livestock

- Assist the station manager to:
 - plan and effectively manage livestock programs and practice to comply with company policies and legislation
 - effectively manage biosecurity
 - create and manage livestock budgets
 - monitor growth rates and stock condition
 - plan and manage cattle sales and purchases
 - ensure accurate livestock records are maintained.

Maintenance

- Assist the station manager to:
 - plan, manage and implement annual maintenance and capital improvement programs
 - ensure maintenance meets quality and legislative standards.

Land management

- Assist the station manager to develop and manage environmental and natural resource programs such as:
 - pasture optimisation
 - water resource management
 - weed or pest management
 - drought preparedness
 - fire management
 - public access
 - nature conservation.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- At least 2 years experience in station leadership roles
- Competency in all tasks reasonably required of a station hand level 3
- Truck and tractor licence (Class MR)
- Firearms licence (Class A and B)
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Working towards a Diploma of Agriculture and/or a Diploma of Agribusiness Management or equivalent
- Current advanced first aid certificate
- Chemical users accreditation

Skills

Health and safety

- Developing knowledge and understanding of health and safety issues such as:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Ability to develop and manage health and safety policies, procedures and systems

People

- Developing knowledge and understanding of people management in the areas of:
 - recruitment and retention
 - employee induction and exiting
 - learning and performance development
 - legislation
 - coaching and mentoring
 - payroll

Management

- Ability to oversee staff training programs
- Ability to manage work programs
- Excellent written and spoken communication skills
- Sound computer literacy, including the ability to apply technology and software such as Microsoft Office™ applications as management tools

- Ability to effectively develop and operate various management systems
- Developing understanding of budgeting and financial management principles
- Ability to contribute to the development and management of complex budgets
- Excellent knowledge of, or the ability to acquire excellent knowledge of, all company policies, procedures, training programs and quality assurance programs

Livestock

- Ability to undertake all tasks reasonably required of a head stockperson or equivalent
- Strong knowledge and understanding of livestock handling, herd management and animal health practice
- Ability to manage treatments such as branding, castration and application of hormonal growth promotants
- Ability to adjust and distribute livestock classes and numbers according to pasture quality and quantity
- Ability to maintain accurate herd, paddock and quality assurance records
- Ability to implement cattle sales and trading programs in response to seasons and markets
- Understanding of and the ability to implement biosecurity programs
- Understanding of and the ability to manage chemical handling

Maintenance

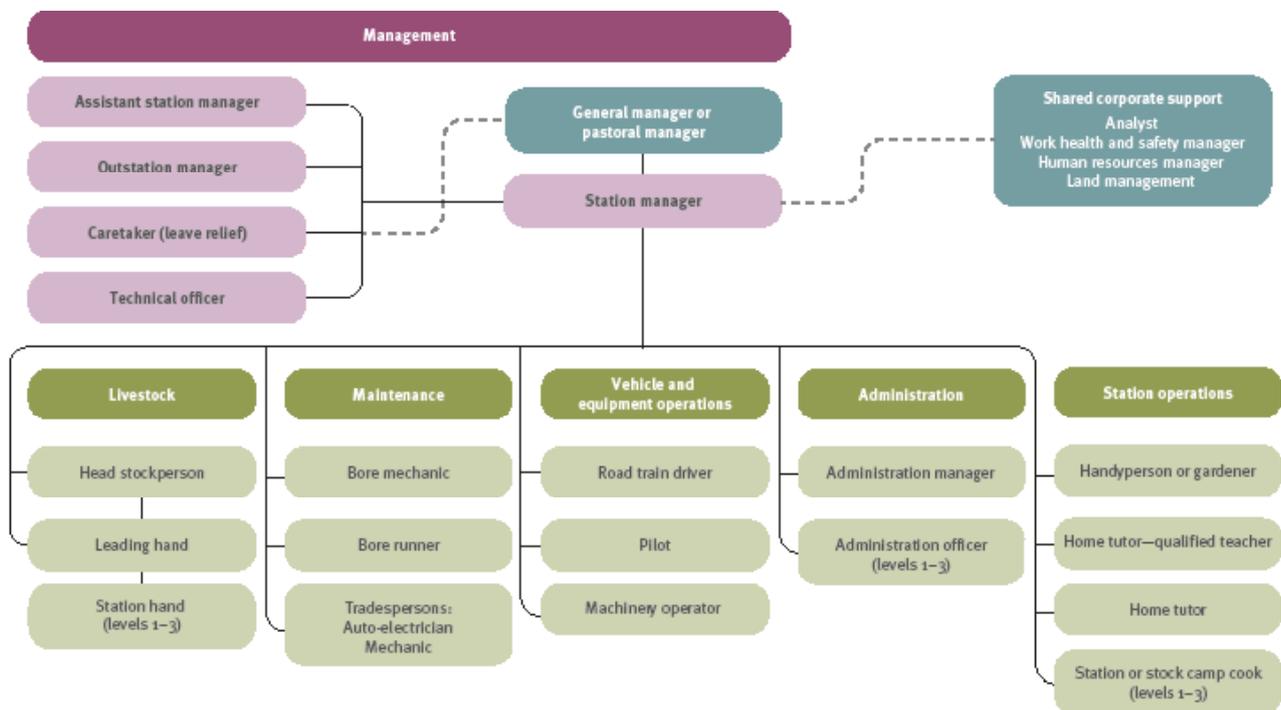
- Developing ability to manage and implement annual maintenance and capital improvement programs
- Understanding of maintenance, quality and legislative standards

Land management

- Ability to coordinate an environmental and natural resource program
- Ability to monitor and respond to environment and sustainability issues

Relationships

- Reports to the station manager.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Outstation manager

Location:

Reports to: Station manager

Purpose

The outstation manager leads and directs outstation operations and financial performance under the direction of the station manager. The outstation manager is responsible for leading staff as well as for planning and promoting systems, procedures and policies that enable the company to achieve its performance objectives.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture and ensure the station complies with all requirements of work health and safety legislation.

People

- Support and manage an annual workforce plan.
- Recruit and retain quality people.
- Successfully induct new staff into the workplace to ensure productivity and compliance.
- Promote and direct staff to comply with company policies and procedures.
- Develop staff through coaching, mentoring and learning opportunities.
- Conduct effective performance development through ongoing discussions and plans.

Management

- Effectively manage and plan the outstation's operations budgets and financial performance.
- Prepare, maintain and communicate reports to assist with business analysis and with meeting strategic objectives.
- Promote and comply with quality assurance, company systems and legislative obligations.

Livestock

- Plan and undertake livestock programs and practice to comply with company policies and legislation.
- Effectively manage biosecurity.
- Support and manage livestock budgets.
- Monitor growth rates and stock condition.
- Support and manage cattle sales and purchases.
- Ensure accurate livestock records are maintained.

Maintenance

- Support and implement annual maintenance and capital improvement programs.
- Ensure maintenance meets quality and legislative standards.

Land management

- Assist the station manager in developing and managing environmental and natural resource programs such as:
 - pasture optimisation
 - water resource management
 - weed or pest management
 - drought preparedness
 - fire management
 - public access.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- At least 2 years experience in station leadership roles
- Competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Working towards a Diploma of Agriculture and/or a Diploma of Agribusiness Management or equivalent
- Truck and tractor licence (Class MR)
- Current advanced first aid certificate
- Firearms licence (Class A and B)
- Chemical users accreditation

Skills

The outstation manager has or is developing (under supervision and direction from the station manager) the following skills.

Health and safety

- Knowledge and understanding of health and safety issues such as:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Ability to support and promote health and safety policies, procedures and systems

People

- Knowledge and understanding of people management in the areas of:
 - recruitment and retention
 - employee induction and exiting
 - learning and performance development
 - legislation
 - coaching and mentoring
 - payroll

Management

- Ability to oversee staff training programs
- Ability to manage work programs
- Excellent written and spoken communication skills
- Sound computer literacy, including the ability to apply technology and software such as Microsoft Office™ applications as management tools
- Ability to effectively use various management systems
- Understanding of budgeting and financial management principles
- Ability to manage complex budgets
- Excellent knowledge of, or the ability to acquire excellent knowledge of, all company policies, procedures, training programs and quality assurance programs

Livestock

- Excellent knowledge and understanding of livestock handling, herd management and animal health practice
- Ability to manage treatments such as branding, castration and application of hormonal growth promotants
- Ability to adjust and distribute livestock classes and numbers according to pasture quality and quantity
- Ability to maintain accurate herd, paddock and quality assurance records
- Ability to develop cattle sales and trading programs in response to seasons and markets
- Understanding of and ability to implement biosecurity programs
- Understanding of and ability to manage chemical handling

Maintenance

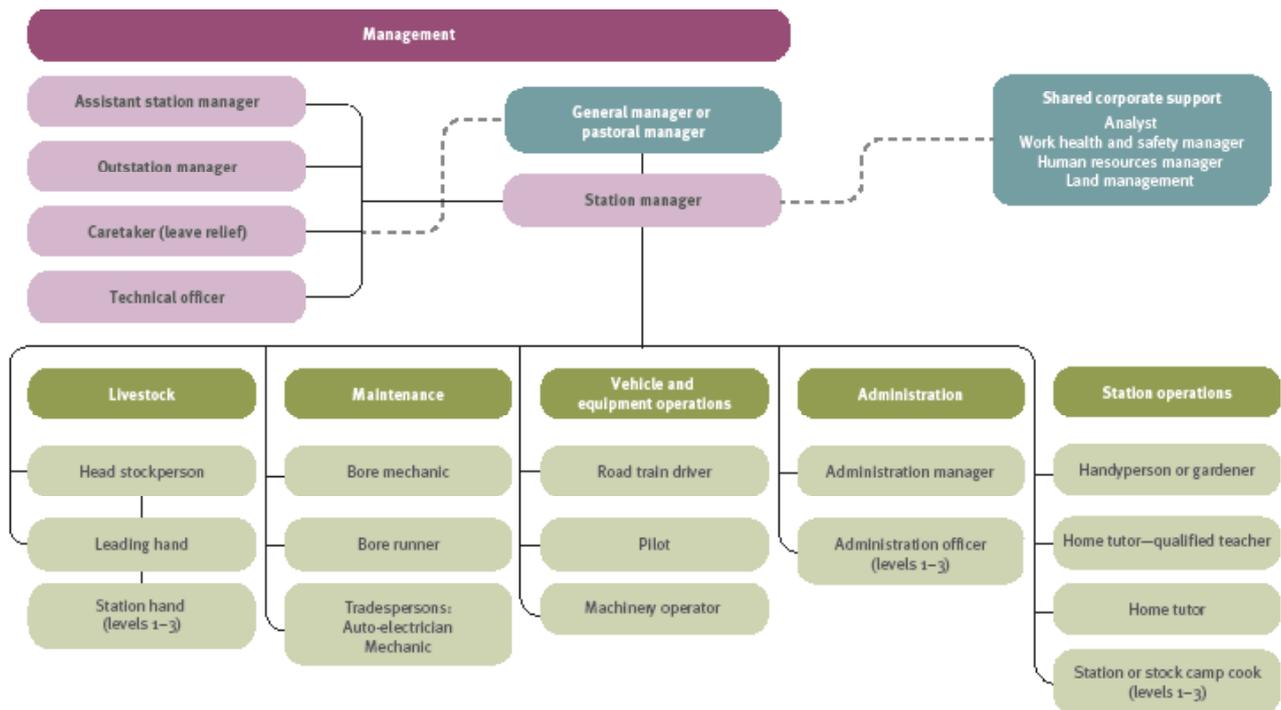
- Ability to manage and implement annual maintenance and capital improvement programs
- Understanding of maintenance quality and legislative standards

Land management

- Ability to manage and implement an environmental and natural resource program
- Ability to monitor and respond to environment and sustainability issues

Relationships

- Reports to the station manager.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Caretaker (leave relief)

Location:**Reports to:** General manager (or pastoral manager)**Purpose**

The caretaker (leave relief) assumes the short-term responsibility of the role of the station manager to lead and direct station operations. The caretaker is responsible for leading staff as well as for planning and promoting systems, procedures and policies that enable the company to achieve its performance objectives.

Responsibilities**Health and safety**

- Create and promote a positive health and safety culture and ensure the station complies with all requirements of work health and safety legislation.

People

- Support an annual workforce plan.
- Promote and direct staff to comply with company policies and procedures.
- Coach and mentor staff.
- Successfully induct new staff into the workplace to ensure productivity and compliance.

Management

- Support the station's operations budgets and financial performance.
- Promote and comply with quality assurance, company systems and legislative obligations.
- Maintain data and records.

Livestock

- Effectively manage livestock programs and practice to comply with company policies and legislation.
- Effectively manage biosecurity.
- Manage livestock budgets.
- Monitor growth rates and stock condition.
- Manage cattle sales and purchases.
- Ensure accurate livestock records are maintained.

Maintenance

- Support annual maintenance and capital improvement programs.
- Ensure maintenance meets quality and legislative standards.

Land management

- Manage environmental and natural resource programs such as:
 - pasture optimisation
 - water resource management
 - weed or pest management
 - drought preparedness
 - fire management
 - public access
 - nature conservation.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- At least 2 years experience in station leadership roles
- Competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Working towards a Diploma of Agriculture and/or a Diploma of Agribusiness Management or equivalent
- Truck and tractor licence (Class MR)
- Current advanced first aid certificate
- Firearms licence (Class A and B)
- Chemical users accreditation

Skills

Health and safety

- Knowledge and understanding of health and safety issues such as:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Ability to support and promote health and safety policies, procedures and systems

People

- Developing knowledge and understanding of people management in the areas of:
 - recruitment and retention
 - employee induction and exiting
 - learning and performance development
 - legislation
 - coaching and mentoring
 - payroll

Management

- Ability to oversee staff training programs
- Ability to manage work programs
- Excellent written and spoken communication skills
- Sound computer literacy, including the ability to apply technology and software such as Microsoft Office™ applications as management tools
- Ability to effectively use various management systems
- Developing understanding of budgeting and financial management principles
- Ability to manage complex budgets
- Excellent knowledge of, or the ability to acquire excellent knowledge of, all company policies, procedures, training programs and quality assurance programs

Livestock

- Ability to undertake all tasks reasonably required of a head stockperson or equivalent
- Excellent knowledge and understanding of livestock handling, herd management and animal health practice
- Ability to manage treatments such as branding, castration and application of hormonal growth promotants
- Ability to adjust and distribute livestock classes and numbers according to pasture quality and quantity
- Ability to maintain accurate herd, paddock and quality assurance records

- Ability to support cattle sales and trading programs in response to seasons and markets
- Understanding of and ability to implement biosecurity programs
- Understanding of and ability to manage chemical handling

Maintenance

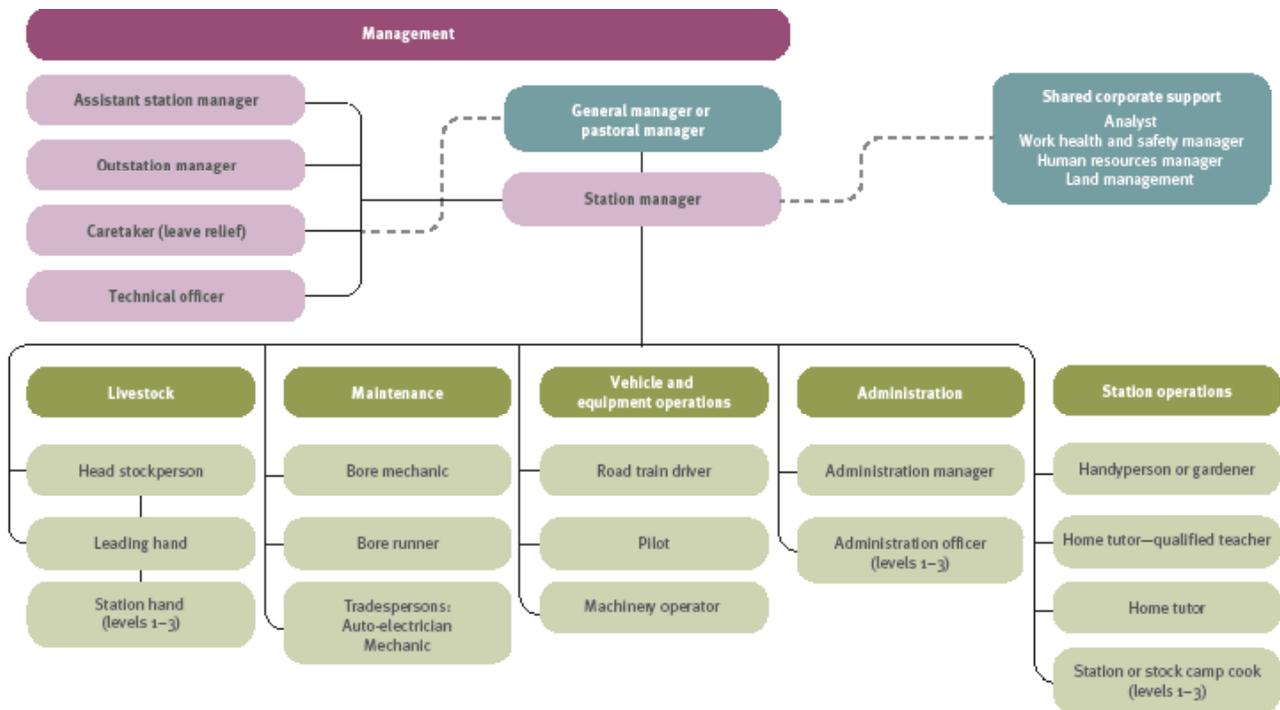
- Ability to support implementation of annual maintenance and capital improvement programs
- Understanding of maintenance, quality and legislative standards

Land management

- Ability to support environmental and natural resource programs
- Ability to monitor and respond to environment and sustainability issues

Relationships

- Reports to the general manager (or pastoral manager).
- Works closely with the assistant station manager and with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Technical officer

Location:

Reports to: Station manager

Purpose

The technical officer provides the station manager with expert advice on and analysis of livestock programs. The technical officer also provides support across other areas of station management such as information systems, data management, reporting, internal and external communications, finance and general operations.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture and ensure the station complies with all requirements of work health and safety legislation.

Technical

Administration

- Report the livestock inventory and complete a monthly summary.
- Assist with general communication.

Finance

- Support the research, preparation and analysis of budgets, profit and loss statements, financial returns and other planning reports.

Information technology

- Provide information system support.
- Ensure data integrity.
- Ensure system configuration.
- Train system users.
- Update business process documentation.
- Coordinate software updates.
- Maintain databases.

Livestock

- Record and report on breeding data such as joining dates, mating details, sires, calving dates and pedigrees (maternal and recipient).
- Maintain breed society and BREEDPLAN records.
- Record cattle treatments, movements, muster summaries and performance data for quality assurance.
- Send data to BREEDPLAN for analysis.
- Back up livestock systems data daily.
- Assist with artificial insemination and embryo transfer programs.
- Assist with breed selection and replacement.
- Coordinate equipment and veterinarians for artificial insemination and embryo transfer.
- Practice low-stress livestock handling.

Other

- Perform other duties and assume responsibilities as assigned, including station hand duties.

Essential criteria

- Diploma of Animal Technology or equivalent
- Excellent technical knowledge of cattle husbandry, artificial breeding programs, animal handling and treatment, and herd management practices
- Competency or ability to develop competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Working towards a Diploma of Agriculture and/or a Diploma of Agribusiness Management or equivalent
- At least 2 years experience in station leadership roles
- Truck and tractor licence (Class MR)
- Current advanced first aid certificate
- Firearms licence (Class A and B)
- Chemical users accreditation

Skills

Health and safety

- Knowledge and understanding of health and safety issues such as:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Ability to support and promote health and safety policies, procedures and systems

Technical

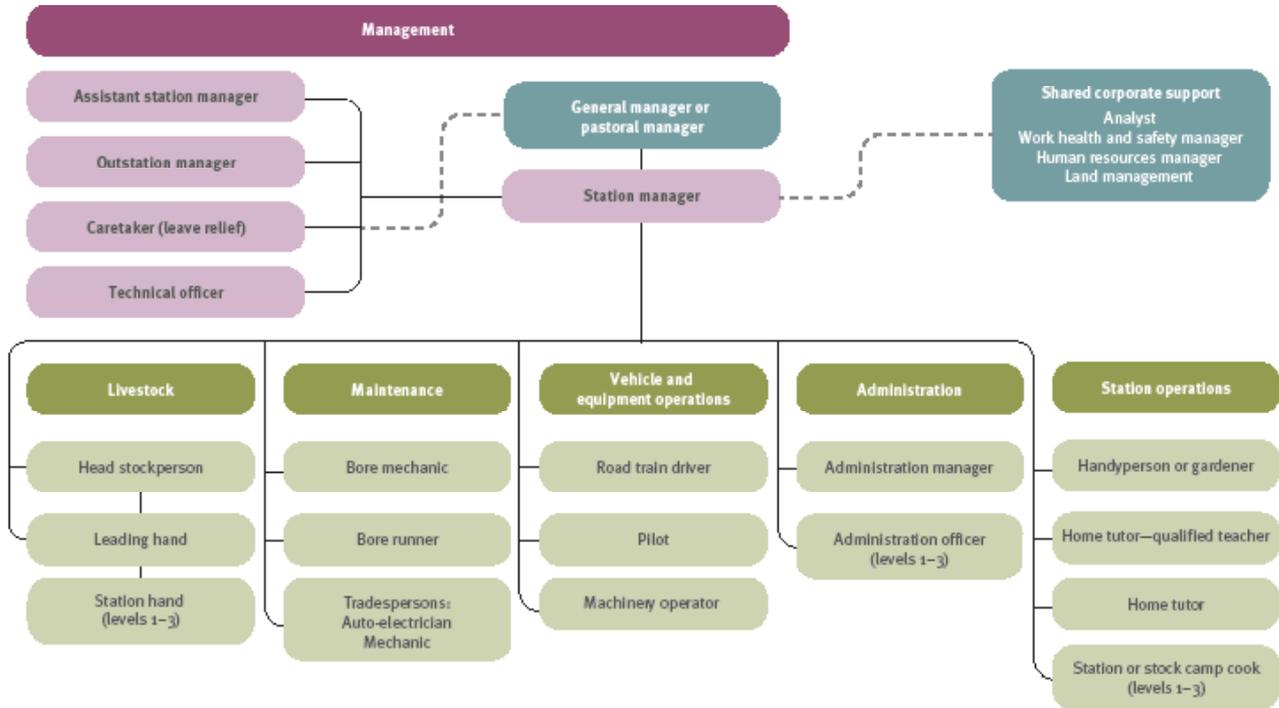
- Excellent written and spoken communication skills
- Excellent computer literacy, including the ability to apply technology and software such as Microsoft Office™ applications as management tools and support others to do the same
- Understanding of management systems such as quality assurance, health and safety, data management, reporting and record keeping and how to support them with technology
- Ability to train people in the use of software
- Ability to use dedicated software to record, analyse and report on livestock data
- Developing knowledge of budgeting and financial management principles
- Excellent knowledge of, or the ability to acquire excellent knowledge of, all company policies, procedures, training programs and quality assurance programs

Livestock

- Knowledge and understanding of livestock handling, herd management and animal health practice
- Ability to manage treatments such as branding, castration and application of hormonal growth promotants
- Ability to adjust and distribute livestock classes and numbers according to pasture quality and quantity
- Ability to maintain accurate herd, paddock and quality assurance records
- Ability to support cattle sales and trading programs in response to seasons and markets
- Understanding of and ability to implement biosecurity programs
- Understanding of and ability to manage chemical handling

Relationships

- Reports to the station manager.
- Works closely with the station manager, assistant station manager and head stockperson.



Salary

Individual contract—to be inserted by each station.

Position descriptions: livestock stream

Position description

Head stockperson

Location:

Reports to: Station manager

Purpose

The head stockperson assists the station manager in planning, implementing and evaluating the livestock program and related station operations.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Ensure the livestock staff comply with all requirements of work health and safety legislation and station health and safety policies, procedures and work instructions.

People

- Provide leadership, supervision, training, direction and expert advice to the station hands and the leading station hand across all livestock program activities and related station operations.

Management

- In consultation with the station manager, review financial performance and livestock transactions regularly (using sales feedback and kill data) to ensure profitability.
- In consultation with the station manager, facilitate compliance with the station's quality system.

Cattle

- Promote and manage best practice in animal welfare and quality assurance.
- Identify and report potential biosecurity issues pertaining to animal health.
- Organise and implement mustering programs.
- Carry out musters to deliver operational objectives.
- Participate and supervise cattle drafting and turn-off.
- Assist with training young cattle.
- Supervise cattle handling and herd management.
- Record stock numbers for the livestock information system.
- Maintain paddock security (e.g. fences, gates and holding paddocks).

Horses

- Promote best practice in animal welfare and quality assurance.
- Allocate the horse plant to the station hands and the leading hand.
- Train, coach and supervise station hands in horse operations.
- Assist with training young horses.
- Regularly conduct horse and rider evaluations.

Maintenance

- Implement annual maintenance and capital improvement programs.
- Ensure maintenance programs are within budget and meet development goals.

Land management

- Implement environmental and natural resource programs.
- Assist the management team in maintaining land management records.

Station operations

- Provide leadership, supervision, direction and expert advice to the station hands and the leading hand across all station operations, such as:
 - record keeping for livestock, land, improvements and assets
 - basic book-keeping duties
 - butchering
 - domestic work (e.g. camp cooking)
 - first aid
 - purchasing planning and record keeping
 - operation of emergency equipment
 - work health and safety systems and procedures.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- High level of competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)
- Truck and tractor licence (Class MR)
- Current advanced first aid certificate
- Firearms licence (Class A and B)
- Chemical users accreditation

Desirable criteria

- At least 1 year in a station leadership role such as leading hand
- Certificate IV in Agribusiness or Agriculture or equivalent qualification

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies, procedures and management systems
- Understanding of relevant health and safety regulatory obligations
- Ability to provide day-to-day leadership and supervision regarding health and safety

People

- Ability to lead, train and supervise livestock staff in day-to-day operations
- Ability to contribute to recruitment and retention programs for livestock staff
- Ability to manage livestock staff in relation to their comfort and wellbeing, and in resolution of disputes
- Ability to oversee induction of livestock staff
- Ability to train livestock staff to company standards

Management

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Ability to independently oversee and manage day-to-day livestock operations
- Detailed understanding of relevant station policies, procedures, training programs and quality assurance programs
- Ability to participate productively in company programs and meetings
- Ability to contribute to the station budget and development planning
- Ability to develop and implement weekly and monthly work plans to support the delivery of budget and development goals

- Ability to understand cost of production, risk management, budgets and cost–benefit analysis
- Ability to use basic Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent

Cattle

Livestock welfare

- Ability to supervise watering, feeding, branding, castrating, dehorning, weaning, dipping vaccinating, supplementary feeding, segregating and culling of livestock
- Ability to supervise the drafting intake and turn-off of livestock
- Ability to coordinate the training of young cattle
- Ability to perform minor veterinary procedures
- Ability to recognise and act on potential threats to biosecurity pertaining to animal health

Mustering and animal husbandry

- Ability to supervise cattle husbandry practices to ensure they are carried out efficiently and promptly and in accordance with company policies and procedures
- Ability to supervise all animal handling and treatment and ensure it is conducted in accordance with company policies and procedures
- Ability to supervise herd management practices to meet budget and development goals
- Working knowledge of market specifications and ability to draft cattle according to specification by visual assessment and weight

Record keeping

- Ability to accurately track and report stock numbers according to company policies and procedures

Horses

- Understanding of and ability to manage best practice in animal welfare and quality assurance
- Ability to coordinate the training of young horses
- Ability to maintain the welfare and record keeping of breeding and brood mares
- Ability to train, coach and supervise all horse riding, handling and husbandry duties of station staff

Maintenance

- Ability to plan, lead and supervise the:
 - machinery operation and maintenance program
 - implementation of a maintenance, building and infrastructure plan
 - maintenance of all assets (e.g. fences, yards, water sources, plant) on a day-to-day basis to ensure water and paddock security
- Ability to train the livestock staff in machinery operation and maintenance
- Ability to identify and inform management of possible risk and problem areas and create action plans for these
- Ability to maintain appropriate records including those for scheduled repairs

Land management

- Ability to plan, lead and supervise implementation of land management procedures including:
 - cattle movement
 - water management
 - weed and pest control
 - rainfall record keeping
 - fire management
 - drought preparedness
 - soil erosion management
 - nature conservation
 - public access
 - pasture monitoring and record keeping

Station operations

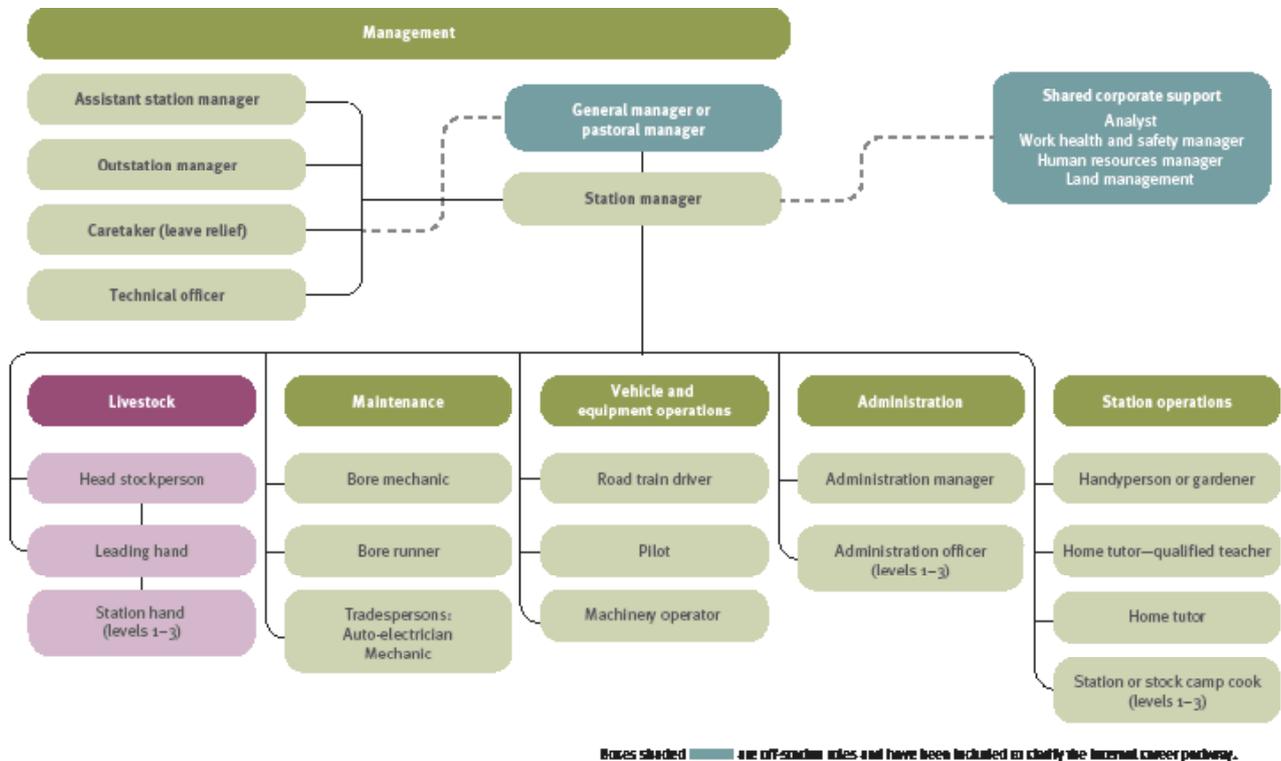
- Ability to lead and train station hands in duties associated with station operations including:
 - record keeping for livestock, land improvements and assets
 - basic book keeping
 - butchering
 - domestic work such as camp cooking
 - first aid
 - purchasing planning and record keeping
 - operation of emergency equipment
 - work health and safety systems and procedures
- Ability to assist the station manager in planning the work program associated with station operations

Personal

- Sound written and spoken communication skills
- Sound leadership and people management skills
- Sound organisational and problem-solving skills
- Demonstrated initiative and enterprise
- Demonstrated professional behaviour
- Capacity to learn new concepts and techniques
- Willingness to contribute to the learning of others

Relationships

- Reports to the station manager.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Leading hand

Location:

Reports to: Station manager

Purpose

The leading hand supervises and coaches the station hands. In addition, the leading hand provides support to the head stockperson in planning, implementing and evaluating the livestock management program.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Facilitate compliance of station hands with all requirements of work health and safety legislation and the station health and safety policies, procedures and work instructions.

People

- Supervise and train station hands across all livestock program activities and related station operations.
- Manage conflict resolution and ensure staff wellbeing.
- Contribute to employee induction in consultation with the management team.
- Contribute to the performance review process.

Management

- Participate in the planning and implementation of work programs.
- Comply with and promote company policies.
- Support the management team in delivering the budget and development goals.

Cattle

- Promote best practice in animal welfare and quality assurance.
- Identify potential biosecurity issues pertaining to animal health.
- Train, coach and supervise station hands in cattle duties.
- Supervise cattle handling and herd management.
- Support the management team in carrying out musters that will deliver operational objectives.
- Participate in and supervise cattle drafting and turn-offs.
- Assist with training young cattle.
- Record accurate stock numbers for the livestock information system.
- Report any potential threats to biosecurity pertaining to animal health.

Horses

- Promote best practice in animal welfare and quality assurance.
- Train, coach and supervise station hands in horse operations.
- Assist with training young horses.

Maintenance

- Assist the management team in implementing infrastructure programs (e.g. fences, yards, water sources)
- Supervise station hands undertaking machinery maintenance and general maintenance and repairs.

Land management

- Assist the management team in implementing environmental and sustainability programs and relevant records.
- Monitor and report rainfall and pasture conditions.
- Observe and report pasture conditions to assist with stock allocation to ensure optimum and long-term sustainability.
- Ensure water supply supports maximum pasture use.
- Assist with implementation of weed and/or pest control.

Station operations

- Supervise and train station hands in duties associated with station operations.
- Assist the head stockperson in planning the work program associated with station operations.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- High level of competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)
- Truck and tractor licence (Class MR)
- Firearms licence (Class A and B)
- Current advanced first aid certificate

Desirable criteria

- Certificate IV in Agribusiness or Agriculture or equivalent qualification (or working towards same)

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies, procedures and management systems
- Understanding of relevant health and safety regulatory obligations
- Ability to provide day-to-day supervision regarding health and safety

People

- Ability to train and supervise livestock staff in day-to-day operations
- Ability to assist the head stockperson in:
 - organising and implementing work programs
 - managing staff comfort and wellbeing and resolving disputes
 - delivering induction, training and coaching for station hands

Management

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Detailed understanding (or developing detailed understanding) of relevant station policies, procedures, training programs and quality assurance programs
- Ability to coordinate day-to-day activities of station hands
- Ability to implement work programs to support the delivery of the station's budget and development goals
- Ability to use basic Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent

Cattle

Livestock welfare

- Ability to supervise drafting, intake and turn-off of livestock
- Ability to supervise watering, feeding, branding, castrating, dehorning, weaning, dipping, vaccinating, supplementary feeding, segregating and culling of livestock
- Ability to coordinate training of young cattle
- Ability to perform minor veterinary procedures
- Ability to recognise potential threats to biosecurity pertaining to animal health

Mustering and livestock handling

- Ability to supervise livestock practices
- Ability to supervise livestock handling and treatments
- Ability to deliver budget and development goals
- Working knowledge of market specifications
- Ability to draft cattle according to specification by visual assessment and weight

Record keeping

- Ability to assist the head stockperson to accurately track and report stock numbers

Horses

- Ability to train young horses
- Ability to maintain the welfare and record keeping of breeding and brood mares

Maintenance

- Ability to supervise the:
 - machinery operation and maintenance program
 - implementation of a maintenance, building and infrastructure plan
 - maintenance of all assets (e.g. fences, yards, water sources, plant) on a day-to-day basis to ensure water and paddock security
- Ability to train livestock staff in machinery operation and maintenance
- Ability to maintain appropriate records including those of scheduled repairs
- Ability to identify and report potential risks and issues

Land management

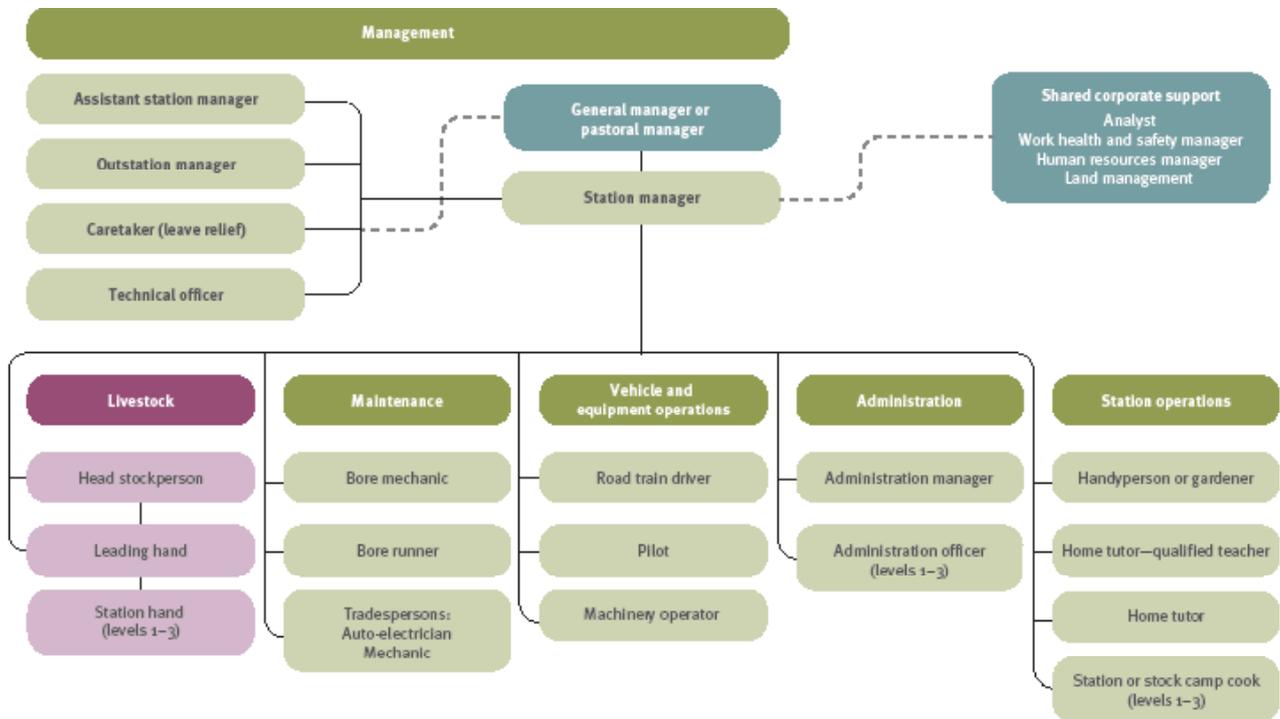
- Ability, under direction from the head stockperson, to implement land management procedures including:
 - cattle movement
 - water management
 - weed and pest control
 - rainfall and pasture record keeping
 - fire management
 - drought preparedness
 - soil erosion management
 - nature conservation
 - public access

Station operations

- Ability to supervise and train station hands in duties associated with station operations including:
 - record keeping for livestock, land, improvements and assets
 - basic book keeping
 - butchering
 - domestic work such as camp cooking
 - first aid
 - purchasing planning and record keeping
 - operation of emergency equipment
- Ability to assist the head stockperson in planning work programs associated with station operations

Relationships

- Reports to the station manager.
- Is supervised by the head stockperson and works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Boxes shaded are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position description

Station hand level 3

Location:

Reports to: Station manager

Purpose

The station hand level 3 contributes to the livestock program by undertaking duties such as handling and monitoring of livestock, machinery operation and maintenance, general station maintenance and repairs, and land management. Also, the station hand contributes to overall station operations.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Cattle

- Comply with best practice in animal welfare and quality assurance.
- Perform cattle handling duties such as:
 - mustering on motorcycles and horses
 - processing cattle in yards including drafting, dipping, branding, earmarking, mothering, weaning, castrating, weighing, culling and assisting with movements such as trucking
 - segregating livestock and walking them to paddocks
 - distributing feed and supplements.
- Record accurate stock numbers for the livestock information system.
- Report any potential threats to biosecurity pertaining to animal health.

Horses

- Care for horses following animal welfare best practices and company quality assurance systems.
- Assist with mustering and cattle movements using horses.

Machinery operation and maintenance

- Assist with mustering and cattle movements using motorcycles.
- Maintain motorcycles and report issues.
- Undertake general vehicle and machinery maintenance and repairs.
- Observe and report machinery issues.

General maintenance and repairs

- Carry out station repairs and maintenance (e.g. to yards, fences, water equipment, roads and quarters).
- Maintain water supply (e.g. water troughs and start bores).
- Maintain personal equipment in good working order.
- Assist tradespersons and the maintenance team.

Land management

- Assist in carrying out land management practices including:
 - weed and pest animal control
 - drought preparedness
 - soil erosion prevention
 - fire management

- nature conservation
- public access
- pasture spelling.

Station operations

- Contribute to identifying purchasing (e.g. of materials, rations and parts) necessary for the smooth running of the property.
- Undertake domestic duties (e.g. butchering and camp cooking) as requested by the station manager.
- Maintain a clean and tidy workplace and quarters.

Other

- Perform other duties and responsibilities as assigned.

Essential criteria

- Demonstrated competency in all tasks reasonably required of a station hand level 2
- Demonstrated passion for farming and enthusiasm to learn more
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)
- Current basic first aid certificate

Desirable criteria

- Truck and tractor licence (Class MR)
- Certificate III in Agriculture, Rural Operations, Horse Breeding or equivalent
- Current advanced first aid certificate

Skills

Health and safety

- Understanding of and ability to comply with relevant company health and safety policies and procedures and regulatory obligations

Cattle

- Ability to independently brand, castrate, dehorn, apply veterinary chemicals and vaccinate
- Ability to test for pregnancy and spay under supervision
- Ability to muster and handle various classes of cattle
- Ability to independently assess cattle
- Ability to handle herds of cattle in paddocks and yards
- Ability to draft cattle within a paddock or in a yard
- Ability to recognise potential threats to biosecurity pertaining to animal health

Horses

- Ability to start, ride and develop a young horse
- Ability to shoe horses
- Ability to carry out hoof care and trimming
- Ability to draft horses
- Ability to load horses (from yearlings upward) onto a truck or float
- Ability to notice and report injury, sickness and any other condition out of the ordinary in relation to horses

Machinery operation and maintenance

- Ability to weld using electric and oxyacetylene equipment
- Ability to drive a truck, ride a motorcycle and operate a tractor
- Ability to independently carry out visual machinery inspections and minor vehicle repairs and maintenance
- Ability to operate a range of small machinery as required

General maintenance and repairs

- Ability to check and repair fencing of key paddocks and holding paddocks
- Knowledge of the application of different materials for various types of fencing
- Ability to erect new fences and maintain existing fences with minimum supervision
- Ability to build and repair a flood fence
- Ability to connect pump jacks, operate centrifugal and helical pumps and service all these
- Ability, under supervision, to 'pull' dismantle, service and reassemble a bore
- Ability to service mills, pump jacks and motors
- Ability to build/assemble water troughs

Land management

- Ability to independently carry out land management procedures including:
 - cattle movement
 - water management
 - weed and pest control
 - rainfall record keeping
 - fire management
 - drought preparedness
 - soil erosion prevention
 - nature conservation
 - public access
 - pasture monitoring and record keeping

Station operations

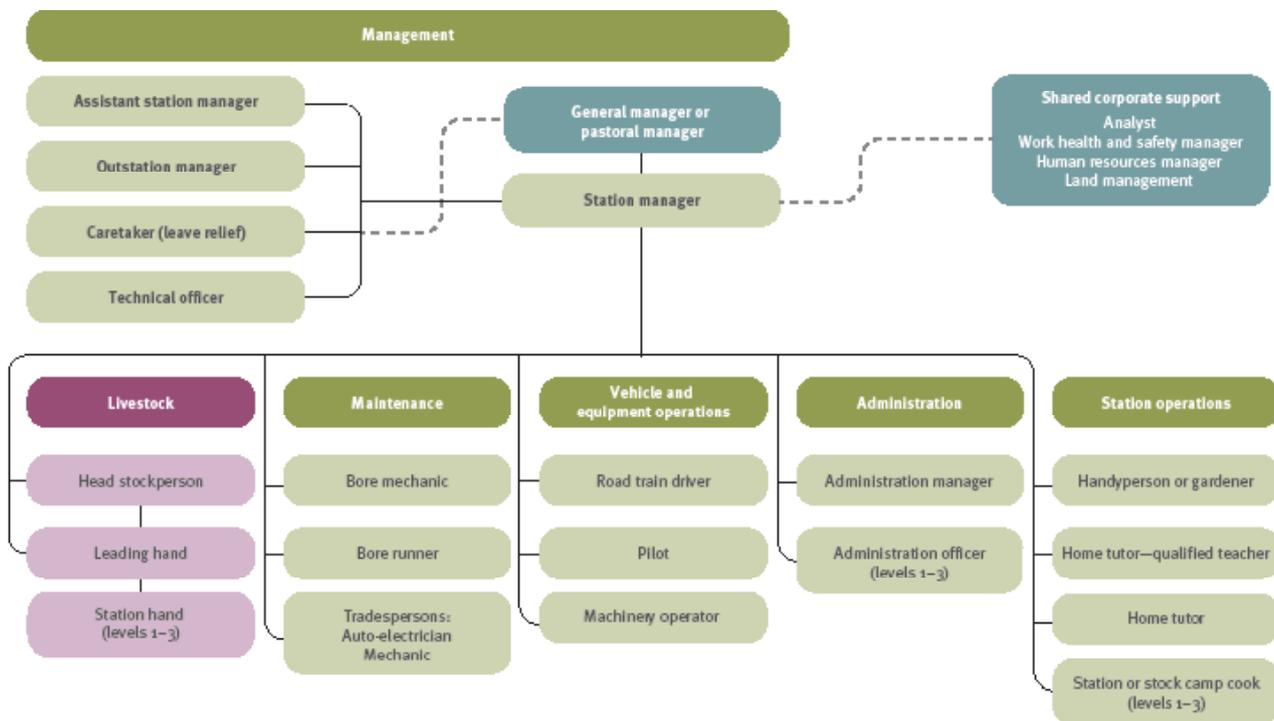
- Ability to plan and cook a camp meal
- Ability to keep records for livestock, land, improvements and assets
- Ability to undertake basic book keeping
- Ability to identify and butcher more advanced cuts of meat
- Thorough understanding of company policies, quality assurance guidelines and work health and safety procedures
- Knowledge of and ability to carry out advanced first aid
- Ability to proactively identify purchasing needs (e.g. materials, rations and parts) necessary for the smooth running of the property
- Ability to operate emergency equipment (e.g. radios and firefighting equipment)
- Ability to work in a safe manner and lead junior staff to do the same

Personal

- Basic knowledge of all company policies, procedures, training programs and quality assurance programs
- Sound written and spoken communication skills
- Clear and direct speech
- Ability to share advanced skills and knowledge with junior station hands
- Ability to supervise lower level staff who are assisting
- Ability to represent the company and the industry in a positive way when dealing with the general public in work and social situations
- Ability to carry out physically demanding work
- Ability to effectively listen to and understand instructions
- Ability to learn in a range of settings, including informal settings
- Adaptability
- Demonstrated initiative and decision-making in response to workplace challenges
- Capacity to identify opportunities that might not be obvious to level 1 and 2 station hands
- Demonstrated professional behaviour
- Resourcefulness

Relationships

- Reports to the station manager, but is supervised on a day-to-day basis by the head stockperson and the leading hand.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Boxes shaded are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position description

Station hand level 2

Location:

Reports to: Station manager

Purpose

The station hand level 2 contributes to the livestock program by undertaking duties such as handling and monitoring of livestock, machinery operation and maintenance, general station maintenance and repairs, and land management. Also, the station hand contributes to overall station operations.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Cattle

- Comply with best practice in animal welfare and quality assurance.
- Perform cattle handling duties such as:
 - mustering on motorcycles and horses
 - processing cattle in yards, including drafting, dipping, branding, earmarking, mothering, weaning, castrating, weighing, culling and assisting with movements such as trucking
 - segregating livestock and walking them to paddocks
 - distributing feed and supplements.
- Record accurate stock numbers for the livestock information system.
- Report any potential threats to biosecurity pertaining to animal health.

Horses

- Care for horses following animal welfare best practices and company quality assurance systems.
- Assist with mustering and cattle movements using horses.

Machinery operation and maintenance

- Assist with mustering and cattle movements using motorcycles.
- Maintain motorcycles and report issues.
- Undertake general vehicle and machinery maintenance and repairs.
- Observe and report machinery issues.

General maintenance and repairs

- Carry out station repairs and maintenance (e.g. on yards, fences, water sources, roads and quarters).
- Maintain water supply equipment.
- Maintain personal equipment in good working order.
- Assist the maintenance team.

Land management

- Assist with land management practices including:
 - weed and pest animal control
 - drought preparedness
 - soil erosion prevention
 - fire management
 - nature conservation
 - public access
 - pasture spelling.

Station operations

- Contribute to identifying purchasing (e.g. of materials, rations and parts) necessary for the smooth running of the property.
- Undertake domestic duties (e.g. butchering and camp cooking) as requested by the station manager.
- Maintain a clean and tidy workplace and quarters.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Demonstrated competency in all tasks reasonably required of a station hand level 1
- Demonstrated passion for farming and enthusiasm to learn more
- Motorcycle licence or learners permit (Class R)
- Motor vehicle licence or learners permit (Class C)
- Current basic first aid certificate

Desirable criteria

- Certificate II in Agriculture, Rural Operations or equivalent
- Truck and tractor licence or learners permit (Class LR)

Skills

Health and safety

- Understanding of and ability to comply with relevant company health and safety policies, procedures and regulatory obligations

Cattle

- Ability to carry out basic procedures of branding, castrating, dehorning, implanting growth promotants, applying veterinary chemicals and vaccinating cattle
- Ability to draft cattle under instruction
- Ability to assist in mustering
- Demonstrated knowledge of and practical skills in the education of weaners
- Ability to 'mother up' calves
- Demonstrated knowledge of correct cattle handling procedures in yards
- Ability to recognise potential threats to biosecurity pertaining to animal health

Horses

- Ability to ride a young horse
- Ability to carry out basic hoof care and trimming
- Ability to shoe a horse to an acceptable standard
- Ability to load horses (from yearlings upward) onto a truck or float
- Ability to notice and report injury, sickness and any other condition out of the ordinary in horses

Machinery operation and maintenance

- Ability to satisfactorily carry out the basic servicing of station vehicles (e.g. check oil, water, fuel and battery levels and tyre condition and pressure on trucks, cars, motorcycles and tractors)
- Ability to repair punctured tyres
- Ability to perform visual machinery inspections for competency and safety
- Ability to ride a motorcycle, drive a truck and operate a tractor
- Ability to operate a range of small machinery

General maintenance and repairs

- Ability to carry out visual checks on bores, dams, troughs, tanks etc.
- Ability to clean and carry out minor services to water troughs
- Ability to perform services on windmills
- Ability to check and repair paddock fences
- Ability, under supervision, to effect major repairs to fences and to erect new fences
- Demonstrated ability to build and repair a flood fence
- Knowledge of the application of different materials for various types of fencing

Land management

- Growing independence in contributing to and assisting with land management practices including:
 - drought preparedness
 - weed and pest animal control
 - soil erosion prevention
 - fire management
 - nature conservation
 - public access
 - pasture spelling

Station operations

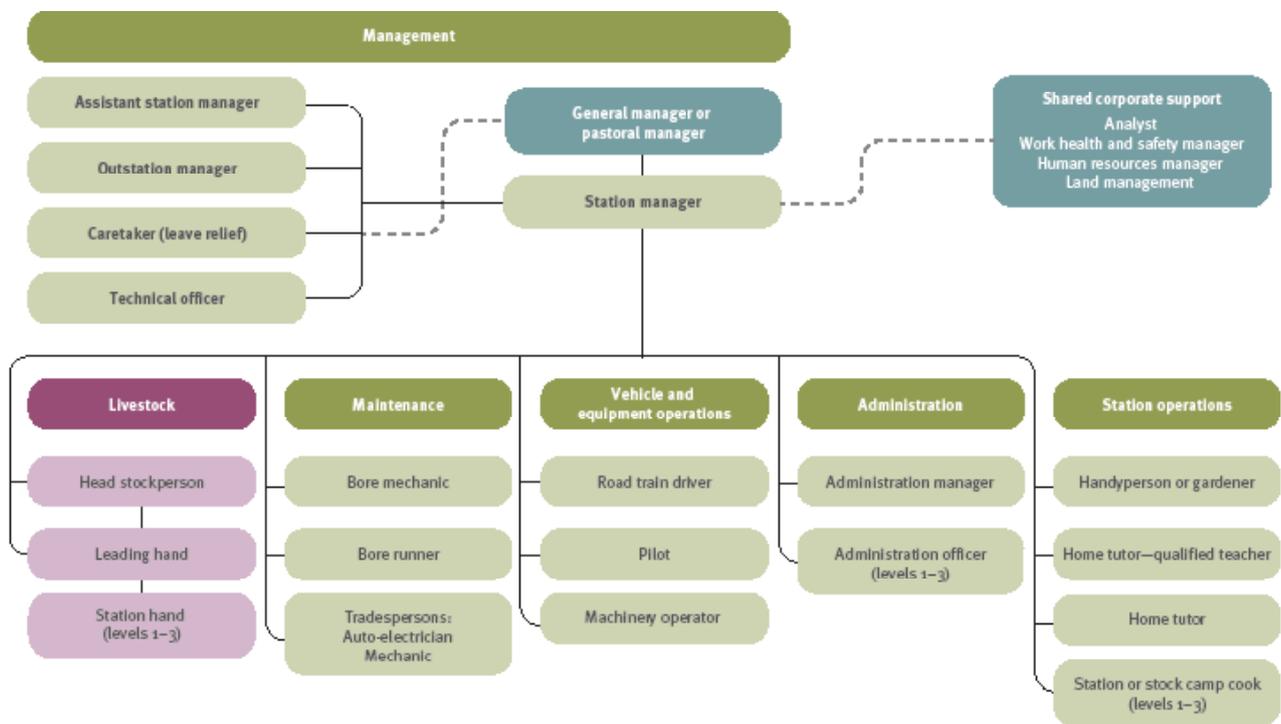
- Ability, under supervision, to identify the easier meat cuts and remove skin
- Ability to plan and cook a basic camp meal
- Knowledge of and ability to carry out basic first aid
- Ability to proactively identify purchasing (e.g. of materials, rations and parts) necessary for the smooth running of the property
- Ability to assist with record keeping for livestock, land, improvements and assets
- Ability to operate emergency equipment (e.g. radios and firefighting equipment)

Personal

- Literacy and numeracy skills sufficient to correctly interpret warning labels and instructions on machinery, chemicals and other hazards in the workplace
- Developing knowledge of all company policies, procedures, training programs and quality assurance programs
- Ability to represent the company and the industry in a positive way when dealing with the general public in work and social situations
- Capacity to carry out physically demanding work
- Ability to work in a safe manner
- Basic written and spoken communication skills
- Ability to effectively listen to and understand instructions
- Willingness to learn
- Ability to establish/use networks
- Demonstrated initiative and decision-making in response to workplace challenges
- Ability to identify opportunities that might not be obvious to a level 1 station hand
- Demonstrated professional behaviour
- Resourcefulness

Relationships

- Reports to the station manager but is supervised on a day-to-day basis by the head stockperson and leading hand.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Boxes shaded are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position description

Station hand level 1

Location:

Reports to: Station manager

Purpose

The station hand level 1 contributes to the livestock program by undertaking duties such as handling and monitoring of livestock, machinery operation and maintenance, general station maintenance and repairs, and land management. Also, the station hand contributes to overall station operations.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Cattle

- Comply with best practice in animal welfare and quality assurance.
- Perform cattle handling duties such as:
 - mustering on motorcycles and horses
 - processing cattle in yards including drafting, dipping, branding, earmarking, mothering, weaning, castrating, weighing, culling and assisting with movements such as trucking
 - segregating livestock and walking them to paddocks
 - distributing feed and supplements.
- Record accurate stock numbers for the livestock information system.
- Report any potential threats to biosecurity pertaining to animal health.

Horses

- Care for horses in compliance with animal welfare best practices and company quality assurance systems.
- Assist with mustering and cattle movements using horses.

Machinery operation and maintenance

- Assist with mustering and cattle movements using motorcycles.
- Maintain motorcycles and report issues.
- Undertake general vehicle and machinery maintenance and repairs.
- Observe and report machinery issues.

General maintenance and repairs

- Carry out station repairs and maintenance (e.g. to yards, fences, water sources, roads and quarters).
- Maintain water supply equipment.
- Maintain personal equipment in good working order.
- Assist tradespersons and the maintenance team.

Land management

- Assist with land management practices including:
 - weed and pest animal control
 - drought preparedness
 - soil erosion prevention
 - fire management
 - nature conservation
 - public access
 - pasture spelling.

Station operations

- Contribute to identifying purchasing (e.g. of materials, rations and parts) necessary for the smooth running of the property.
- Undertake domestic duties (e.g. butchering and camp cooking) as requested by the station manager.
- Maintain a clean and tidy workplace and quarters.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Interest and/or experience in rural locations and the Outback
- Demonstrated passion for farming and enthusiasm to learn more
- Motorcycle licence (Class R) or learners permit
- Motor vehicle licence (Class C) or learners permit
- Current basic first aid certificate

Desirable criteria

- Certificate I in AgriFood Operations or equivalent

Skills

An employee at this level will have little or no experience in the industry and will be provided with on-the-job training. At entry it is not necessary for a station hand level 1 to have attained the skills outlined below, but it is expected that a station hand level 1 will acquire these skills in 12–24 months.

Health and safety

- Understanding of and ability to comply with relevant company health and safety policies and procedures and regulatory obligations

Cattle

- Ability to handle cattle quietly and sensibly
- Ability to assist with mustering
- Working knowledge of branding cattle and the maintenance and preparation of branding equipment
- Ability to draft cattle under instruction
- Ability to (or the capacity to acquire the ability to) carry out the basic procedures of castration, dehorning and the implanting of hormonal growth promotants
- Ability to recognise potential threats to biosecurity pertaining to animal health

Horses

- Ability to catch, saddle and ride a quiet horse

Machinery operation and maintenance

- Ability to assist with vehicle and machinery maintenance and repairs
- Ability to (or the capacity to acquire the ability to) ride a motorcycle, drive a motor vehicle and operate a tractor

General maintenance and repairs

- Ability to assist with all station repairs and maintenance
- Ability to (or the capacity to acquire the ability to) clean and carry out minor services to water troughs
- Ability to (or the capacity to acquire the ability to) undertake repairs to fences and erect new fences
- Ability to (or the capacity to acquire the ability to) strain wires, drive posts, carry out minor repairs to fences and gates, tie wire knots, roll used wire etc.
- Ability to check oil, water, fuel and battery levels and tyre condition and pressures on motorcycles and tractors

Land management

- Ability to (or the capacity to acquire the ability to) assist with land management including:
 - drought preparedness
 - weed and pest animal control
 - soil erosion prevention
 - fire management
 - nature conservation
 - public access
 - pasture spelling

Station operations

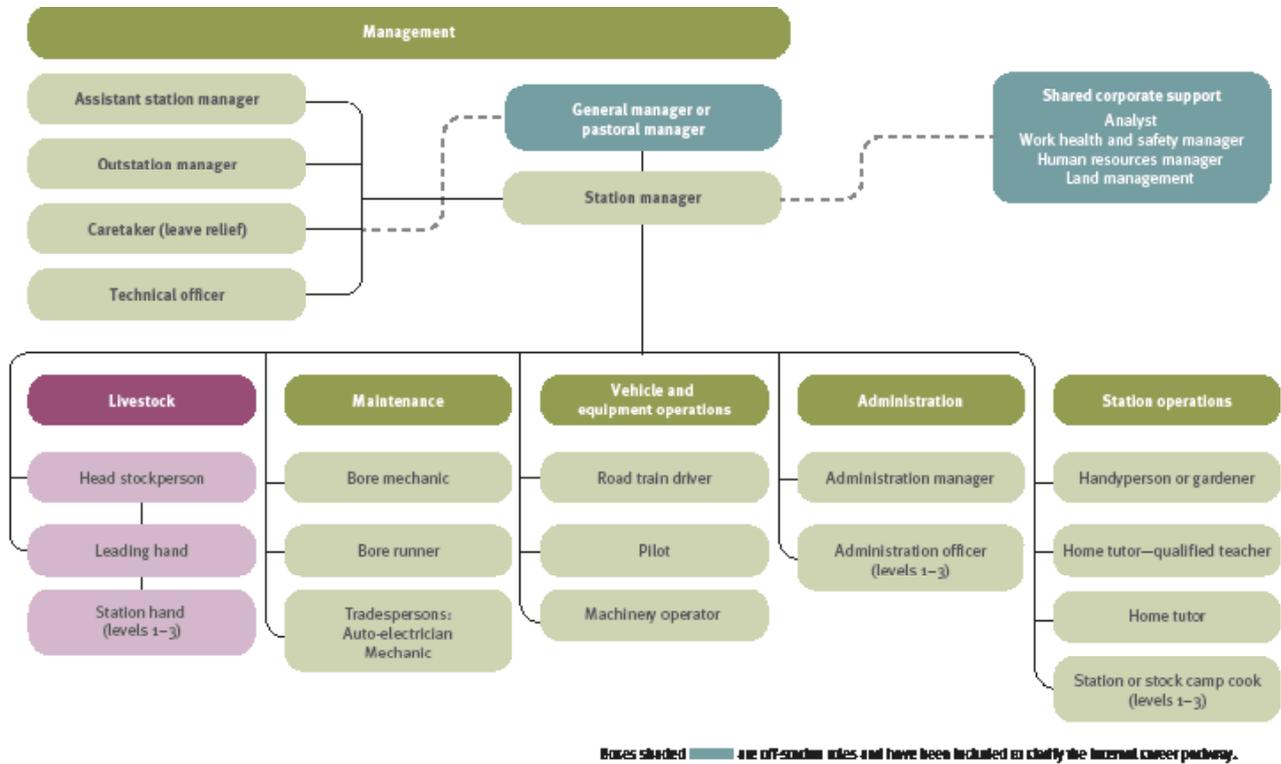
- Ability to contribute to identifying purchasing (e.g. of materials, rations and parts) necessary for the smooth running of the property
- Ability to assist with cooking and other kitchen duties
- Ability to assist with record keeping for livestock, land, improvements and assets
- Ability to operate emergency equipment (e.g. radios and firefighting equipment)
- Ability to work in a safe manner
- Knowledge of and ability to carry out basic first aid

Personal

- Literacy and numeracy skills sufficient to correctly interpret warning labels and instructions on machinery, chemicals and other hazards in the workplace
- Ability to represent the company and the industry in a positive way when dealing with the general public in work and social situations
- A strong work ethic and the ability to manage some heavy work
- Demonstrated honesty, punctuality, self-motivation and drive to improve
- Ability to work in a safe manner
- Ability to follow instructions

Relationships

- Reports to the station manager, but is supervised on a day-to-day basis by the head stockperson and leading hand.
- Works closely with livestock, maintenance, vehicle and equipment operations, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position descriptions: maintenance stream

Position description

Bore mechanic

Location:

Reports to: Station manager

Purpose

The bore mechanic repairs and maintains station bores, windmills and other watering facilities to guarantee continual water supply to all stock.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation and station health and safety policies, procedures and work instructions.

People

- Train and supervise bore runners.

Maintenance

- Plan and prioritise maintenance, servicing, stock and inventory.
- Report breakdowns to the management team.
- Maintain bore records such as job completion dates.

Machinery

- Operate, maintain and repair graders and loaders.

Livestock

- Support livestock programs and practice to ensure compliance with company policies and legislation.

Other

- Perform station hand and other duties and assume responsibilities as assigned.
-

Essential criteria

- Trade qualification in mechanics (automotive or engineering) or equivalent competencies acquired on the job
 - Sound competency in all tasks reasonably required of a station hand level 3 and a bore runner
 - Experience working as a station hand
 - Motorcycle licence (Class R)
 - Motor vehicle licence (Class C)
 - Truck and tractor licence (Class MR)
-

Desirable criteria

- Firearms licence A and B
- Current advanced first aid certificate
- Heavy rigid (HR) licence
- Multi-combination (MC) licence
- Grader ticket
- Loader ticket
- Certificate III in Agriculture, Rural Operations or Horse Breeding or equivalent

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Ability to provide day-to-day supervision regarding health and safety

People

- Ability to train and supervise bore runners

Maintenance

- Ability to service and maintain pump, bore and windmill machinery
- Ability to maintain records on servicing, stock and inventory
- Ability to weld using electric and oxyacetylene equipment

Machinery

- Ability to operate vehicles such as graders, loaders, trucks, motorcycles and tractors
- Ability to carry out machinery inspections, repairs and maintenance
- Ability to operate a range of small machinery as required

Livestock

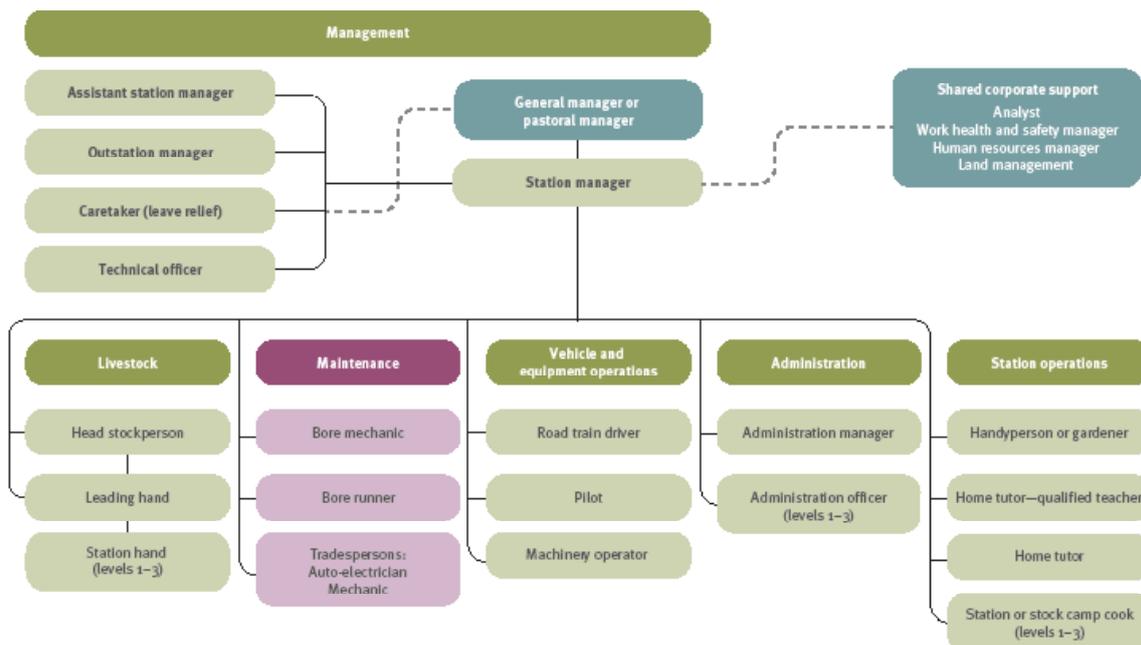
- Knowledge and understanding of livestock handling, herd management and animal health practices

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with the machinery operators and with livestock, maintenance, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Bore runner

Location:

Reports to: Station manager

Purpose

The bore runner refuels bores and maintains turkey nest dams, motors, troughs and surrounding fences to ensure continual water supply to all stock.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Maintenance

- Undertake daily bore runs.
- Service and start bores, and check tanks and turkey nest levels.
- Check and clean troughs.
- Inspect fencing and suggest maintenance and repairs. Repair if necessary.
- Submit a daily bore run and service report.

Machinery

- Operate and maintain the vehicle (or vehicles) used to conduct the daily bore run.

Livestock

- Support livestock programs and practice to ensure compliance with company policies and legislation.
- Note stock condition and movement.
- Report abnormalities and badly injured stock.

Other

- Perform station hand and other duties and assume responsibilities as assigned.

Essential criteria

- Sound competency in all tasks reasonably required of a station hand level 3
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Truck and tractor licence (Class MR)
- Certificate III in Agriculture, Rural Operations or Horse Breeding or equivalent
- Current advanced first aid certificate

Skills

Health and safety

- Understanding of and ability to comply with relevant company health and safety policies and procedures and regulatory obligations

Maintenance

- Ability to service and start bores, and check tanks and turkey nest levels
- Ability to check and clean troughs
- Ability to assist the bore mechanic in servicing, maintaining and repairing the station pumps, bores, windmills and related machinery
- Ability to complete all tasks reasonably required of a station hand level 3
- Ability to complete and maintain reports and records
- Ability to plan daily and weekly work schedules

Machinery

- Ability to (or the capacity to acquire the ability to) operate station vehicles such as graders, loaders, trucks, motorcycles and tractors
- Ability to assist in minor machinery and vehicle maintenance and servicing

Livestock

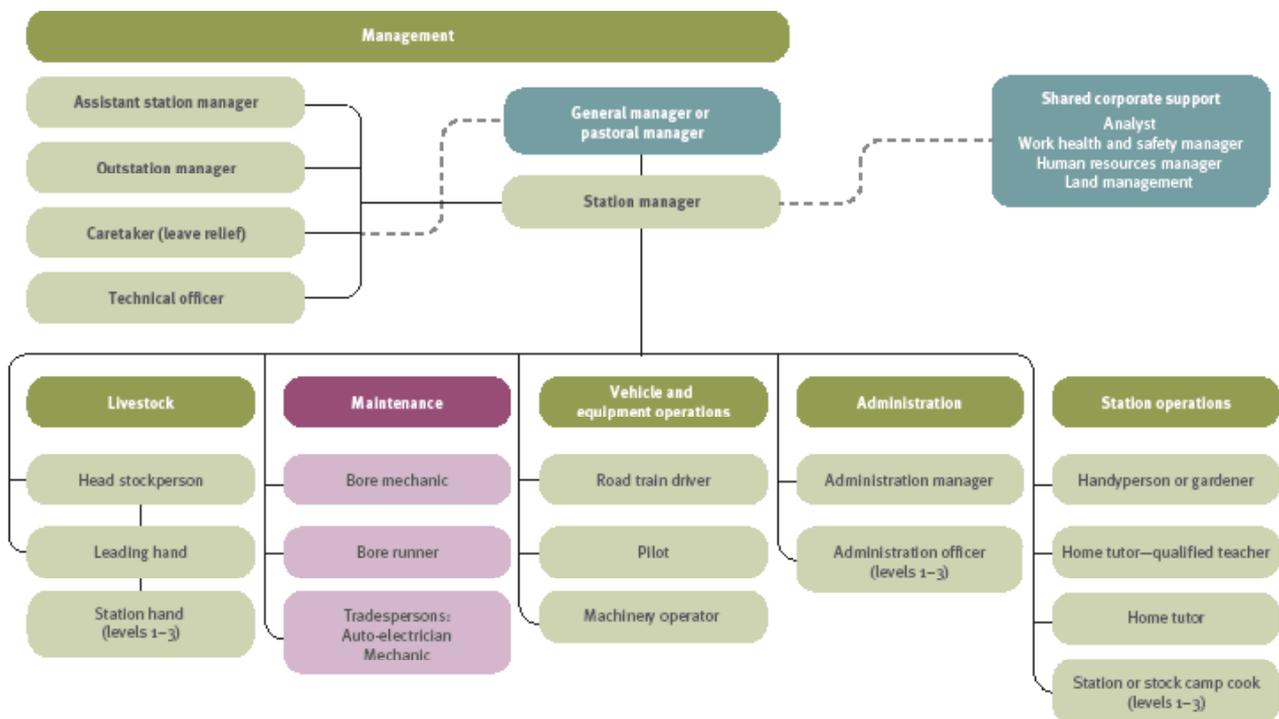
- Knowledge and understanding of livestock handling, herd management and animal health practices

Personal

- Flexibility to move into other work areas or tasks
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with the bore mechanic and the machinery operators and with livestock, maintenance, administration and station operations staff.



Boxes shaded blue are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position description

Auto-electrician

Location:

Reports to: Station manager

Purpose

The auto-electrician installs, maintains, identifies faults with and repairs electrical wiring and computer-based equipment in the station motor vehicles and machinery to ensure continuity of operations.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation and station health and safety policies, procedures and work instructions.

People

- Supervise tradesperson assistants.
- Provide specialist technical support to station staff working on/with vehicles, plant and machinery.

Technical

- Work with computer-controlled engine management systems.
- Service and identify and repair faults in electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- Install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- Install electrically operated accessories such as radios, heating or demisting equipment, air conditioners, driving lamps and anti-theft systems.
- Use meters, test instruments and circuit diagrams to find electrical faults.
- Adjust engine control systems and timing to make sure vehicles are running at peak performance.
- Test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- Repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.
- Use hand tools, specialised electrical tools, instruments and machines, including drills, grinders, presses and lathes.
- Solder or weld when repairing electrical parts.
- Procure electrical parts and accessories.
- Install, repair and service air conditioning systems.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Trade qualification as an auto-electrician
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Experience working as an auto-electrician in a similar environment
- Current advanced first aid certificate

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Ability to provide day-to-day supervision regarding health and safety

People

- Ability to supervise tradesperson assistants
- Ability to liaise with other station staff to provide technical support

Technical

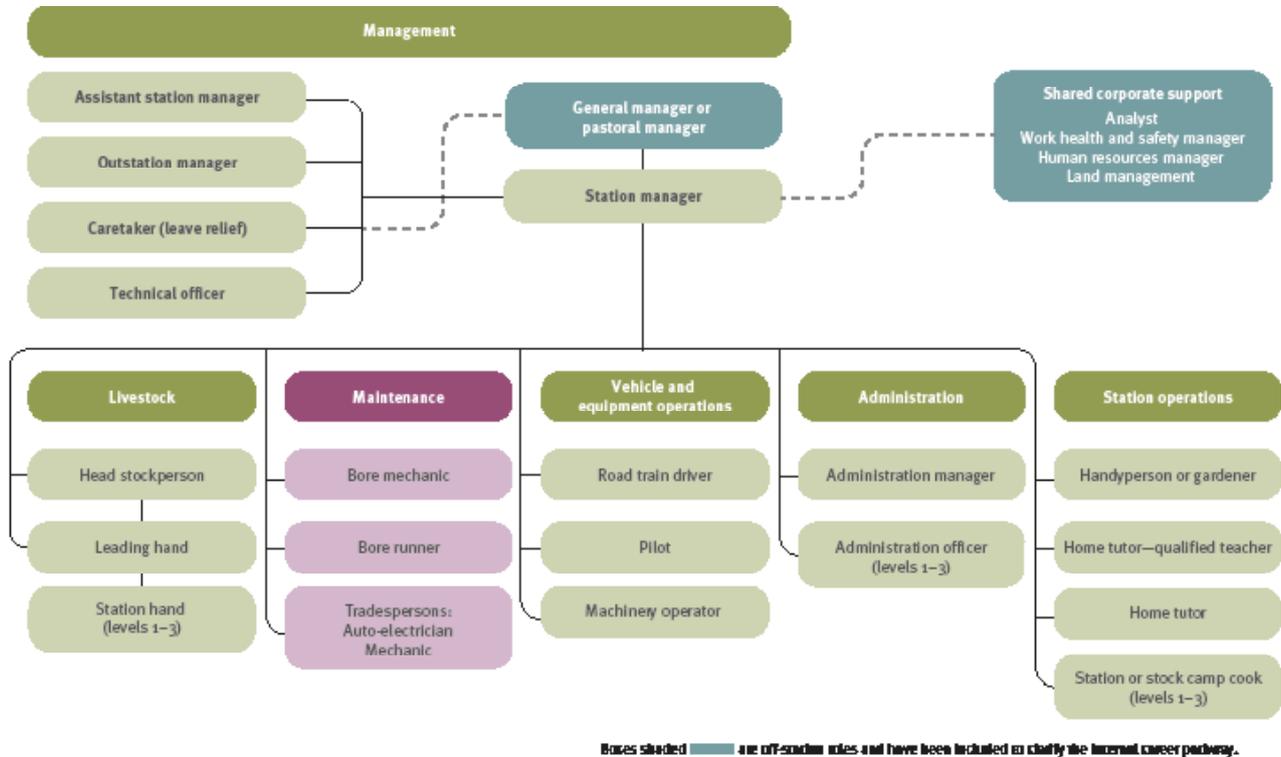
- Ability to apply and operate electrical and electronic diagnostic test equipment effectively
- Ability to use performance testing components, systems and equipment
- Ability to use a range of workplace tools and equipment efficiently and safely
- Ability to store and care for components, parts, tools, test equipment and support equipment
- Ability to apply digital literacy skills when fault-finding in vehicle systems and components
- Ability to use business technology to collect, analyse and provide information in both written and verbal formats
- Ability to apply skills across a broad range of station vehicles and machinery
- Strong analytical and troubleshooting skills
- Ability to develop innovative solutions in an isolated environment where required parts or tools may not be readily available

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with the machinery operators and with livestock, maintenance, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Mechanic

Location:

Reports to: Station manager

Purpose

The mechanic maintains and repairs station vehicles, plant and machinery to ensure continuity of operations.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation and station health and safety policies, procedures and work instructions.

People

- Supervise assistant mechanics.
- Provide specialist technical support to station staff working on/with vehicles, plant and machinery.

Technical

- Establish and manage the maintenance program for all station vehicles, plant and machinery.
- Implement the maintenance program and carry out repairs as required.
 - Undertake regular services according to the maintenance schedule.
 - Carry out repairs and overhauls as required.
 - Procure and organise materials and equipment.
 - Respond to problems as they occur.
- Manage the spare parts inventory.
 - Maintain a record of all parts used from stock (for reordering).
 - Ensure commonly required parts are always in stock.
 - Check and record the receipt of stock.
- Maintain an efficient and safe workshop.
 - Keep floors, benches and equipment clean and serviceable.
 - Monitor all above-ground and below-ground fuel storage facilities.
 - Maintain safety equipment (including safety glasses, goggles and face shields) and advise supervisor of any problems with these.
 - Train operators to perform all daily checks and services.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Trade qualification as a mechanic or equivalent
- Motorcycle licence (Class R)
- Motor vehicle licence (Class C)

Desirable criteria

- Experience working as a mechanic in a similar environment
- Current advanced first aid certificate

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Ability to provide day-to-day supervision regarding health and safety

People

- Ability to supervise assistant mechanics
- Ability to liaise with other station staff to provide technical support

Technical

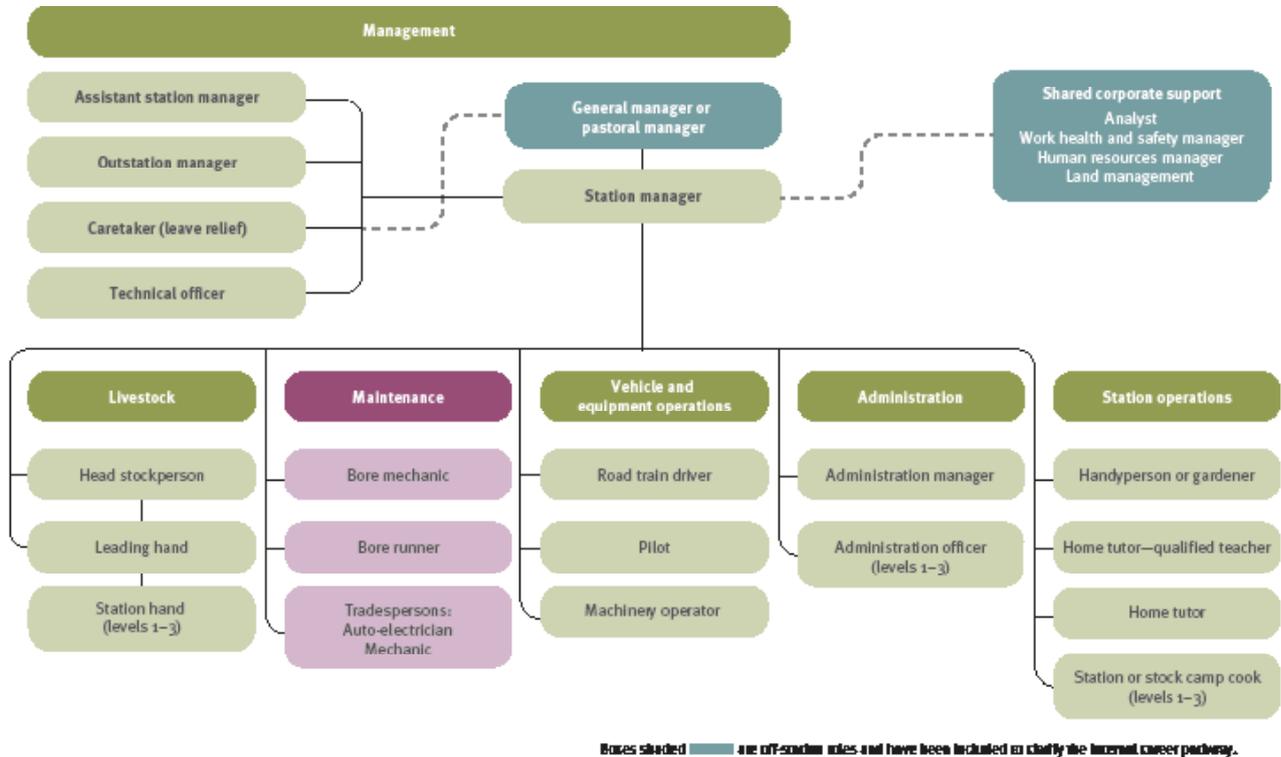
- Ability to establish, manage and execute the maintenance program for all station vehicles, plant and machinery
- Ability to operate diagnostic and test equipment
- Ability to performance-test components, systems and equipment
- Ability to use tools and equipment efficiently and safely
- Ability to store and care for components, parts, tools, test equipment and support equipment
- Ability to use using business technology to collect, analyse and provide information
- Ability to maintain an efficient and safe workshop
- Ability to provide supervision and training to station staff
- Ability to complete a broad range of tasks required of a mechanic across a broad range of range of station vehicles, machinery and plant
- Ability to develop innovative solutions in an isolated environment where required parts or tools may not be readily available
- Strong analytical and troubleshooting skills

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with the machinery operators and with livestock, maintenance, administration and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position descriptions: vehicle and equipment operations stream

Position description

Road train driver

Location:

Reports to: Station manager

Purpose

The road train driver operates and maintains the station road train to transport cattle on and off the station.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company health and safety policies, procedures and work instructions.

Transportation of cattle

- Load and truck cattle internal and external to the station.
- Comply with best practice in animal welfare and quality assurance.
- Report any potential threats to biosecurity pertaining to animal health.
- Load cattle at an appropriate rate.
- Adhere to current fatigue management guidelines.
- Complete all paperwork as required.

Property observations

- Conduct general property observations while driving.
 - Check all fences and report any problems to relevant staff.
 - Check for and report any cattle in turkey nest enclosures.
 - Report dead cattle to the station manager or head stockperson daily.

Maintenance

- Maintain the road train, including its air conditioning, in a safe, serviceable and roadworthy condition.
- Develop a schedule for and monitor the need for truck services.
- Carry out planned and unplanned repairs and maintenance in a timely manner.
- Report on planned and unplanned maintenance.
- Wash and clean the exterior and interior of the road train.
- Monitor and report fuel, oil and spare parts usage.

Other

- Perform other duties and assume responsibilities as assigned.
-

Essential criteria

- Multi-combination (MC) drivers licence
- Prior experience working with and transporting livestock

Desirable criteria

- Current advanced first aid certificate
-

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Sound knowledge of relevant work health and safety regulatory obligations and management systems

Transportation of cattle

- Ability to handle livestock for the purpose of loading and unloading
- Ability to monitor and care for livestock in transit
- Ability to use a truck radio
- Ability to work at heights (e.g. open and close stock crates for free movement of livestock)
- Understanding of legislation affecting road train use of roads
- Ability to recognise potential threats to biosecurity pertaining to animal health
- Understanding of regulations relating to the treatment of livestock
- Understanding of current fatigue management guidelines and how to comply with them

Property observations

- Ability to notice and report injury, sickness and any other condition out of the ordinary in relation to cattle
- Ability to notice and report defective fences and other problems with station infrastructure

Maintenance

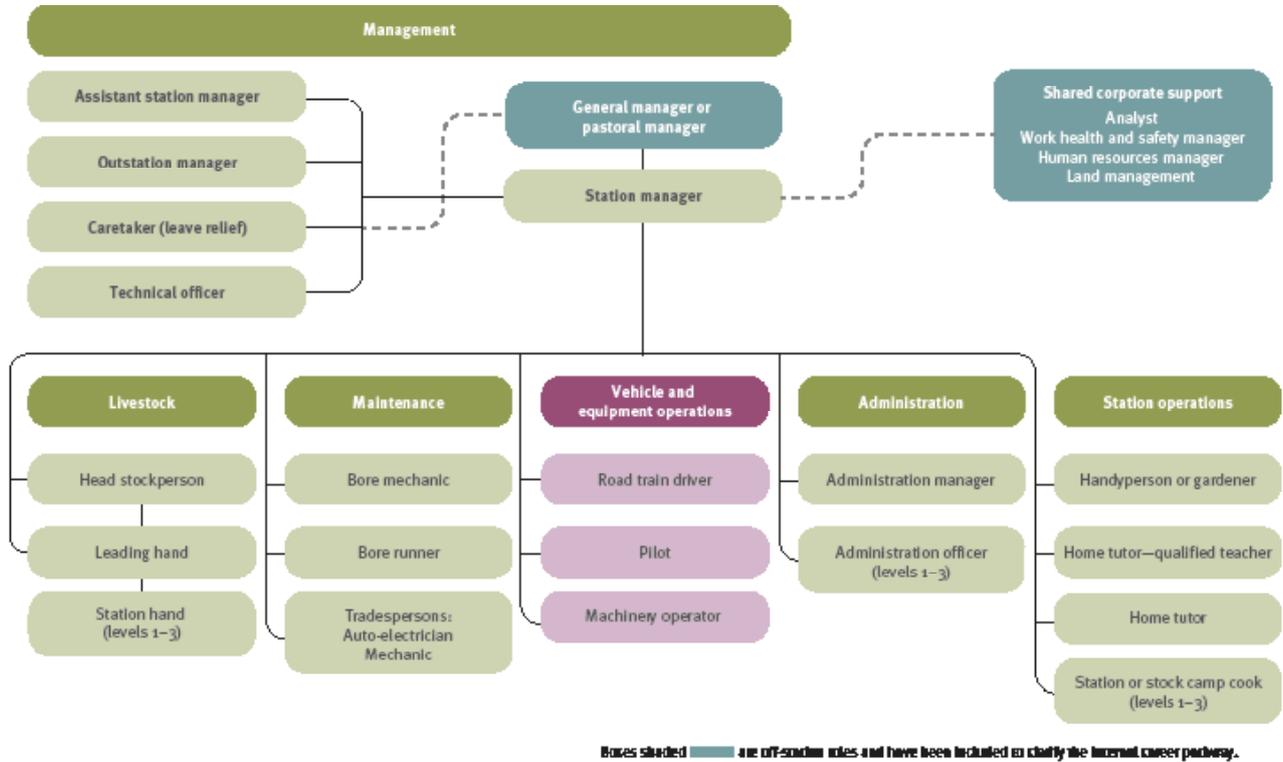
- Ability to establish, manage and execute (or assist the station tradespersons with executing) the planned and unplanned maintenance program for the road train
- Ability to use tools and equipment efficiently and safely
- Ability to store and care for components, parts, tools, test equipment and support equipment
- Ability to develop innovative solutions in an isolated environment where required parts or tools may not be readily available

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with the machinery operators and with livestock and maintenance staff.



Salary

Individual contract—to be inserted by each station.

Position description

Pilot

Location:

Reports to: Station manager

Purpose

The pilot operates and maintains station and company aircraft safely and economically.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all health and safety policies, procedures and work instructions.
- Comply with all laws and regulations in relation to the flying of aircraft.
- Maintain safety and operational standards required by the company and aviation authorities.

People

- Assist in the recruitment, induction and training of pilots new to the company.
- Assist in facilitating the annual training of station pilots.

Maintenance and operations

- Fly company staff and others as required throughout Australia and between the company properties.
- Ensure all company and regulatory operational and safety systems and procedures are adhered to.
- Ensure the aircraft is suitably equipped to carry out the required duties on any given day.
- Undertake and, where applicable, supervise all aircraft maintenance in accordance with all relevant regulations.
- Maintain accurate records of all maintenance conducted.
- Ensure aircraft fuel levels are appropriate for each phase of flight.
- Complete all relevant paperwork (e.g. legal requirements) before and after flying.
- Report and advise the station manager on aviation operations and issues.
- Organise and coordinate flight schedules for company aircraft.

Other

- Work as a station hand under the direction of the station manager when not required for aviation operations.
- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Australian commercial pilots licence
- Minimum of 300 hours of total flying time and 100 hours of command time
- Current class 1 and/or class 2 medical
- Appropriate endorsements and/or type certification for aircraft to be flown
- Current aviation security identification card (ASIC)
- Any other obligations imposed by the insurer of company aircraft

Desirable criteria

- Agricultural rating
- Instrument rating
- Aviation dangerous goods training
- Night rating
- Mustering endorsement
- Experience working and flying in agricultural settings
- Current advanced first aid certificate
- Experience working as a station hand

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Sound knowledge of relevant work health and safety regulatory obligations and management systems
- Ability to provide day-to-day supervision regarding health and safety

People

- Ability to assist in the recruitment, induction and training of pilots new to the company
- Ability to contribute to the annual training of station pilots
- Ability to give clear, confident instructions to crew members and passengers
- Ability to inspire confidence in passengers and crew

Maintenance and operations

- Excellent knowledge of aviation law and Civil Aviation Safety Authority maintenance and flying requirements specific to station operations
- Ability to undertake aerial mustering
- Understanding of and ability to implement all relevant company and regulatory operational and safety systems and procedures
- Ability to equip aircraft to carry out the required duties on any given day
- Ability to maintain accurate records of all maintenance conducted
- Ability to organise and coordinate flight schedules
- Ability to plan flights to ensure fuel levels are appropriate for each phase of flight
- Ability to think quickly and to make decisions and work calmly under pressure
- Understanding of all relevant maintenance regulations and ability to undertake/supervise aircraft maintenance in accordance with the regulations
- Understanding of regulatory documentation obligations and ability to complete all relevant paperwork before and after flying
- Ability to report to and advise the station manager on aviation operations and issues

Other

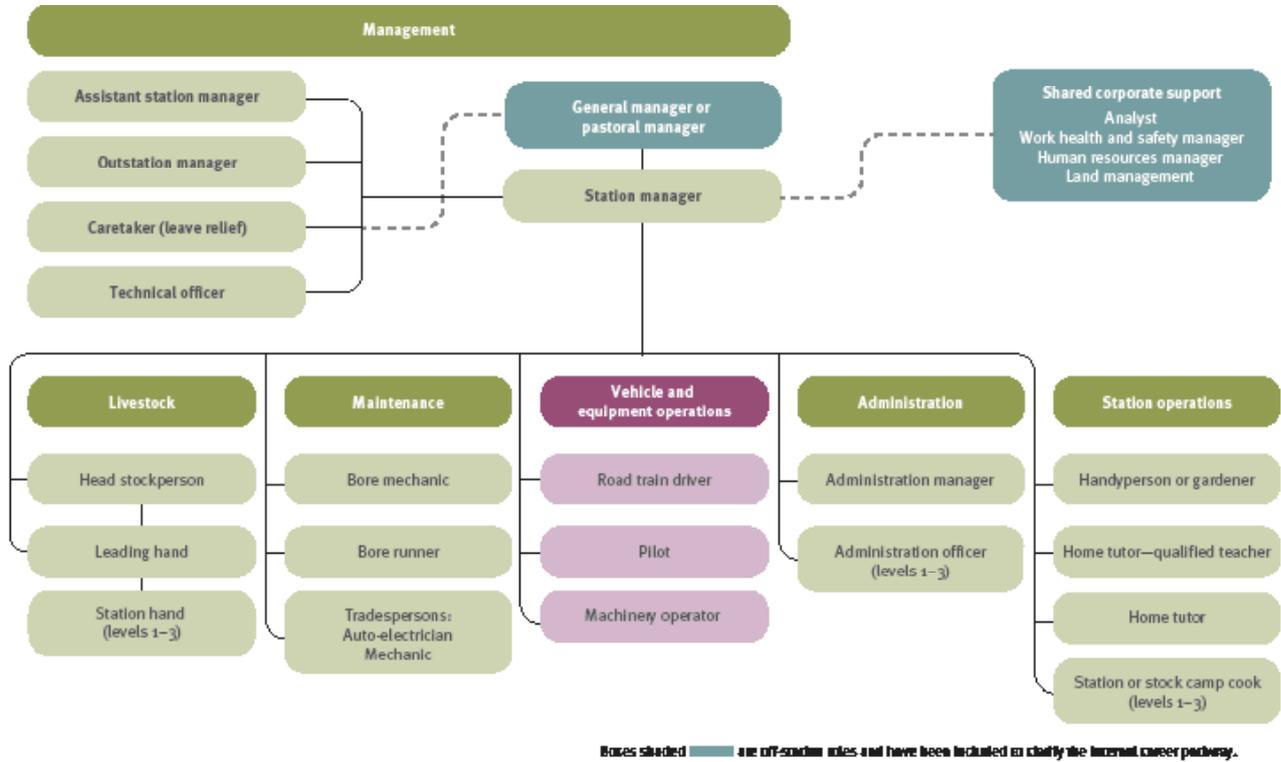
- Ability to work as a station hand (or the capacity to acquire the necessary skills) when not required for aviation operations, with a view to becoming fully competent at station hand level 3

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills

Relationships

- Reports to the station manager.
- Works closely with the machinery operators and with livestock, maintenance and administration staff.



Salary

Individual contract—to be inserted by each station.

Position description

Machinery operator

Location:

Reports to: Station manager

Purpose

The machinery operator contributes to station maintenance by operating and maintaining either a grader or a loader.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation and station health and safety policies, procedures and work instructions.

Machinery operation

- Grader: Maintain station roads, airstrips, fence lines and fire breaks.
- Loader: Undertake earthworks including cleaning out of dams and turkey nests.

Property observations

- Conduct general property observations while operating machinery.
 - Check all fences and report any problems to relevant staff.
 - Check for and report any cattle in turkey nest enclosures.
 - Report dead cattle to the station manager or head stockperson daily.

Maintenance

- Maintain the loader/grader, including its air conditioning, in a safe, serviceable and roadworthy condition.
- Develop a schedule for and monitor the need for services.
- Carry out planned and unplanned repairs and maintenance in a timely manner.
- Report on planned and unplanned maintenance.
- Wash and clean the exterior and interior of the loader/grader.
- Monitor and report fuel, oil and spare parts usage.

Other

- Camp out on the station when required.
 - Perform other duties and assume responsibilities as assigned.
-

Essential criteria

- Heavy rigid (HR) licence
 - Grader ticket and/or loader ticket
-

Desirable criteria

- Previous experience working on a remote beef cattle station
- Multi-combination (MC) licence
- Current advanced first aid certificate

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Sound knowledge of relevant work health and safety regulatory obligations and management systems

Machinery operation

- Ability to competently operate a loader/grader within a station setting

Property observations

- Ability to notice and report injury, sickness and any other condition out of the ordinary in relation to cattle
- Ability to notice and report defective fences and other problems with station infrastructure

Maintenance

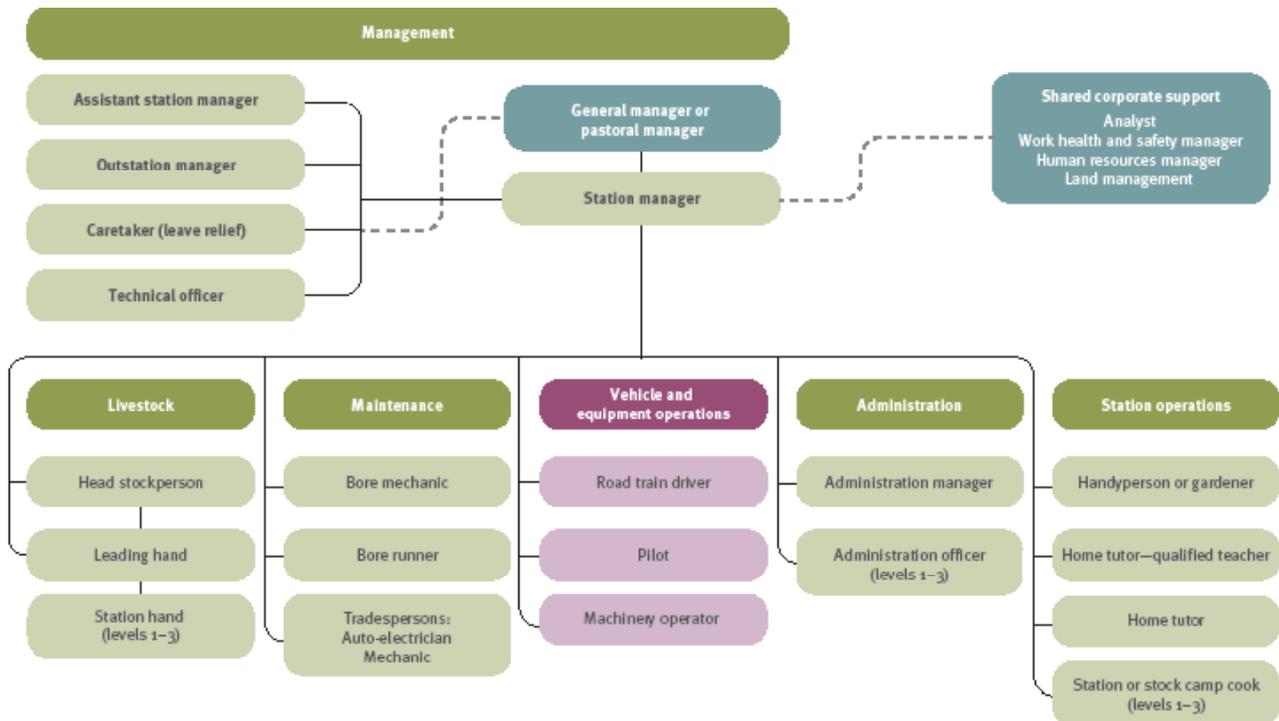
- Ability to establish, manage, execute (or assist the station tradespersons with executing) the planned and unplanned maintenance program for a loader or grader
- Ability to use tools and equipment efficiently and safely
- Ability to store and care for components, parts, tools, test equipment and support equipment
- Ability to develop innovative solutions in an isolated environment where required parts or tools may not be readily available

Personal

- Ability to read and interpret workplace-related documentation
- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager.
- Works closely with livestock and maintenance staff.



Boxes shaded are off-station roles and have been included to clarify the internal career pathway.

Salary

Individual contract—to be inserted by each station.

Position descriptions: administration stream

Position description

Administration manager

Location:

Reports to: Station manager

Purpose

The administration manager is responsible for station administration such as operations, finance, human resources and payroll.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Facilitate station compliance with all requirements of work health and safety legislation and company health and safety policies, procedures and work instructions.

Administration

- Manage office/station communications such as:
 - answering and directing calls
 - coordinating correspondence (i.e. email, fax and post)
 - greeting and signing in clients and visitors
 - assisting with supplier, staff and contractor enquiries.
- Establish and maintain the filing system.
- Manage the administration of the vehicle fleet.
- Arrange travel and meetings.
- Coordinate station supplies and associated paperwork.
- Coordinate the maintenance of office equipment with vendors.
- Maintain stock records.

People

- Assist with the administrative induction of new staff.
- Coordinate training.
- Process insurance and workers compensation claims.
- Assist with return-to-work programs.
- Maintain employee records.

Finance

- Process and pay invoices.
- Coordinate payroll paperwork.
- Maintain accounting records.
- Maintain fuel records.
- Maintain the social club.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Certificate IV in Business Administration or equivalent, or equivalent vocational experience in providing administrative or operational support to individuals and/or teams in a similar environment
-

Desirable criteria

- Previous experience working in a similar environment
-

Skills

Health and safety

- Knowledge and understanding of health and safety across:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Ability to provide significant administration support to the implementation of health and safety policies, procedures and systems

Administration

- Ability to provide administration support to a large and complex station
- Ability to use contemporary business technology such as software programs for word processing, emails, spreadsheets, presentations and scheduling
- Ability to communicate professionally with suppliers, clients, visitors and all station staff
- Ability to organise and coordinate multiple and varied station operations
- Ability to develop, monitor and improve procedures

People

- Knowledge and understanding of people management across:
 - recruitment and retention
 - induction and exiting
 - learning and performance development
 - legislation
 - coaching and mentoring
 - payroll

Finance

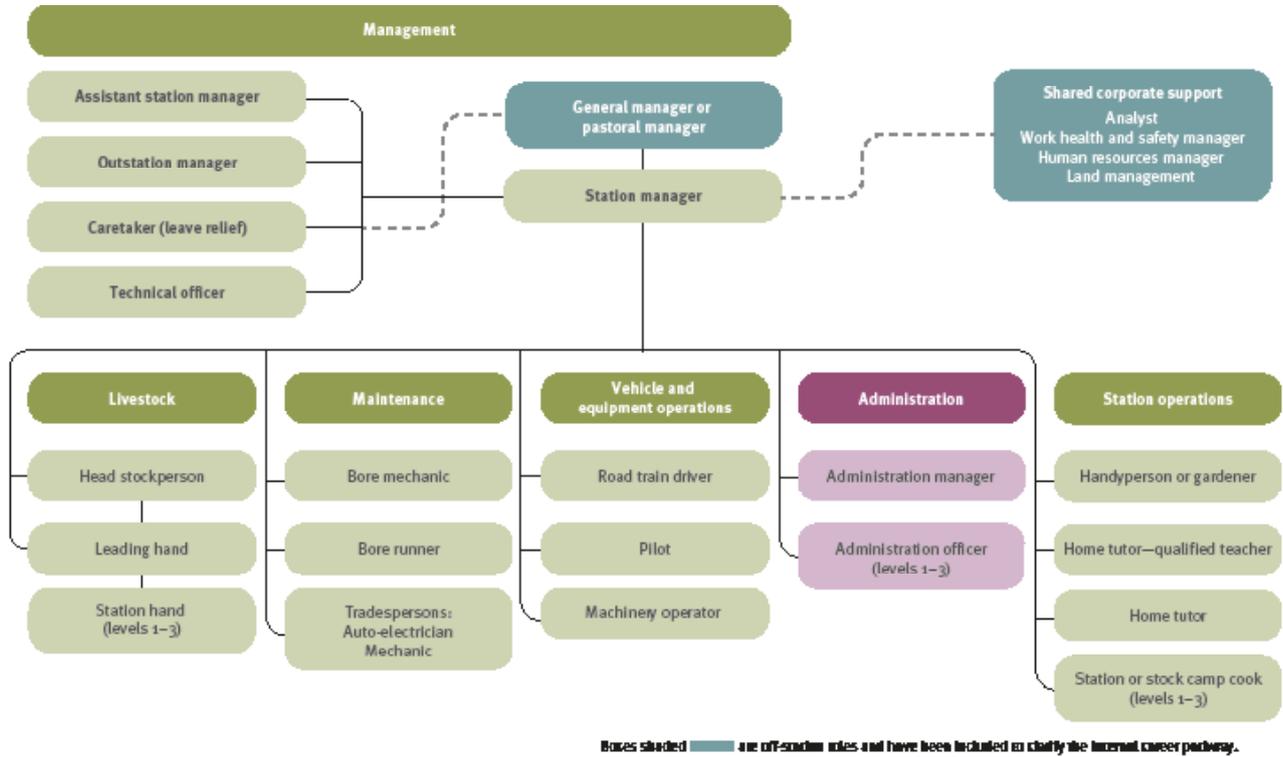
- Ability to manage and process accounts
- Understanding of budgeting and financial management principles

Personal

- Excellent written and verbal communication skills
- Superior organisational and coordination skills

Relationships

- Reports to the station manager.
- Works closely with all station staff.



Salary

Individual contract—to be inserted by each station.

Position description

Administration officer level 3

Location:

Reports to: Station manager

Purpose

The administration officer provides administration support in operations, finance, human resources and payroll.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Facilitate station compliance with all requirements of work health and safety legislation and company health and safety policies, procedures and work instructions.

Administration

- Coordinate office/station communications such as:
 - answering and directing calls
 - coordinating correspondence (i.e. email, fax and post)
 - greeting and signing in clients and visitors
 - assisting with supplier, staff and contractor enquiries.
- Maintain the filing system.
- Assist with the administration of the vehicle fleet.
- Arrange travel and meetings.
- Coordinate station supplies and associated paperwork.
- Coordinate the maintenance of office equipment with vendors.
- Maintain stock records.

People

- Assist with the administrative induction of new staff.
- Coordinate training.
- Process insurance and workers compensation claims.
- Assist with return-to-work programs.
- Maintain employee records.

Finance

- Assist with processing and payment of invoices.
- Coordinate payroll paperwork.
- Maintain accounting records.
- Maintain fuel records.
- Maintain social club records.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Certificate III in Business Administration or equivalent, or equivalent vocational experience
-

Desirable criteria

- Previous experience working on a station
-

Skills

Health and safety

- Sound knowledge and understanding of health and safety across:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Sound knowledge of work health and safety regulatory obligations and management systems
- Ability to provide administration support to the implementation of health and safety policies, procedures and systems

Administration

- Well-developed administration skills
- Well-developed planning and organisational skills
- Competency in the use of contemporary business technology
- Competency in collecting, analysing and organising workplace data
- Intermediate working knowledge of computers and proficiency with Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent
- Ability to use technology to organise data and inform planning
- Ability to monitor and improve procedures

People

- Sound knowledge and understanding of people management across:
 - recruitment
 - induction and exiting
 - learning and performance development
 - legislation
 - payroll

Finance

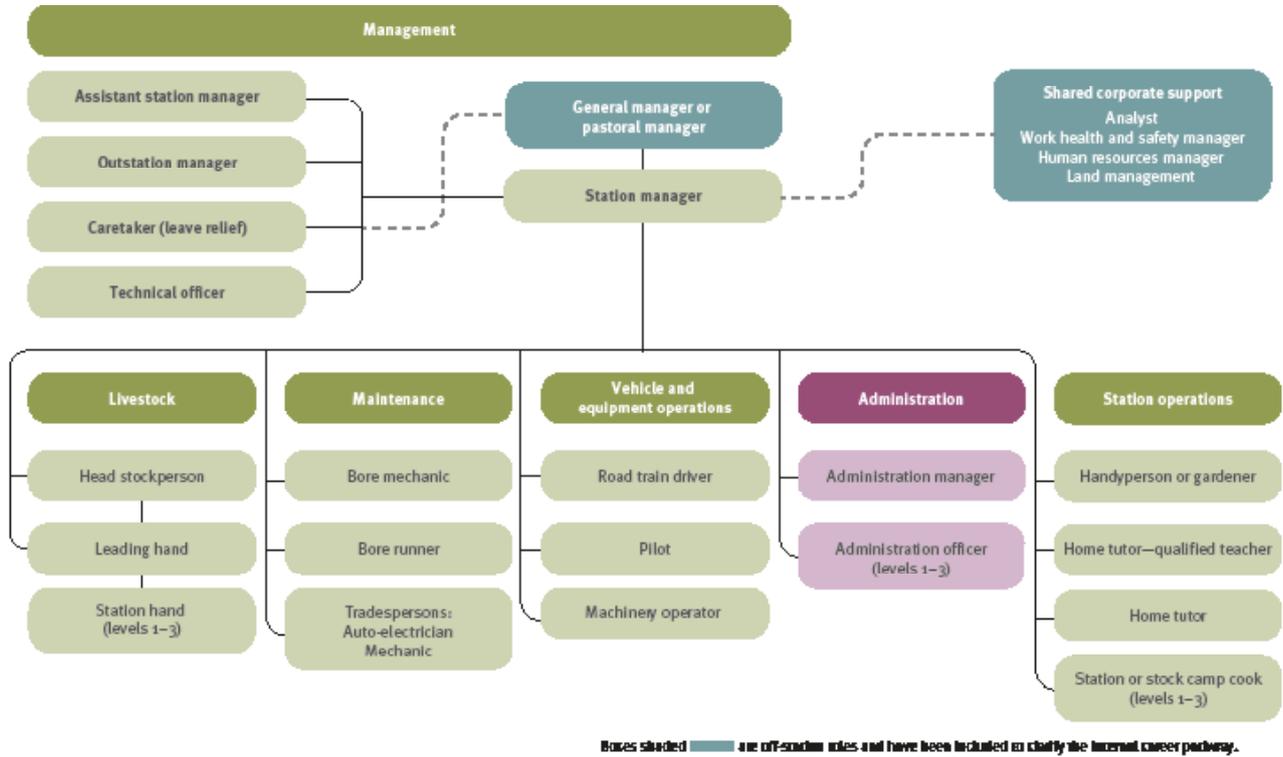
- Ability to independently process accounts
- Understanding of budgeting and financial management principles

Personal

- Excellent written and spoken communication skills
- Excellent planning and organisational skills
- Ability to read and interpret workplace-related documentation

Relationships

- Reports to the station manager.
- Works closely with the administration manager (where applicable) and all station staff.



Salary

Individual contract—to be inserted by each station.

Position description

Administration officer level 2

Location:

Reports to: Station manager

Purpose

The administration officer provides administration support in operations, finance, human resources and payroll.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Facilitate station compliance with all requirements of work health and safety legislation and company health and safety policies, procedures and work instructions.

Administration

- Coordinate office/station communications such as:
 - answering and directing calls
 - coordinating correspondence (i.e. email, fax and post)
 - greeting and signing in clients and visitors
 - assisting with supplier, staff and contractor enquiries.
- Maintain the filing system.
- Assist with the administration of the vehicle fleet.
- Arrange travel and meetings.
- Coordinate station supplies and associated paperwork.
- Coordinate the maintenance of office equipment with vendors.
- Maintain stock records.

People

- Assist with the administrative induction of new staff.
- Coordinate training.
- Process insurance and workers compensation claims.
- Assist with return-to-work programs.
- Maintain employee records.

Finance

- Assist with processing and payment of invoices.
- Coordinate payroll paperwork.
- Maintain accounting records.
- Maintain fuel records.
- Maintain social club records.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- Certificate II in Business or equivalent, or equivalent vocational experience
-

Desirable criteria

- Previous experience working on a station
-

Skills

Health and safety

- Sound knowledge and understanding of health and safety across:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Sound knowledge of work health and safety regulatory obligations and management systems
- Ability to provide administration support to the implementation of health and safety policies, procedures and systems

Administration

- Sound administrative skills
- Sound planning and organisational skills
- Ability to confidently use contemporary business technology
- Ability to collect, record and interpret workplace data
- Intermediate working knowledge of computers and proficiency with Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent
- Ability to read and interpret workplace-related documentation
- Ability to monitor and improve procedures

People

- Knowledge and understanding of people management across:
 - recruitment
 - induction and exiting
 - learning and performance development
 - legislation
 - payroll

Finance

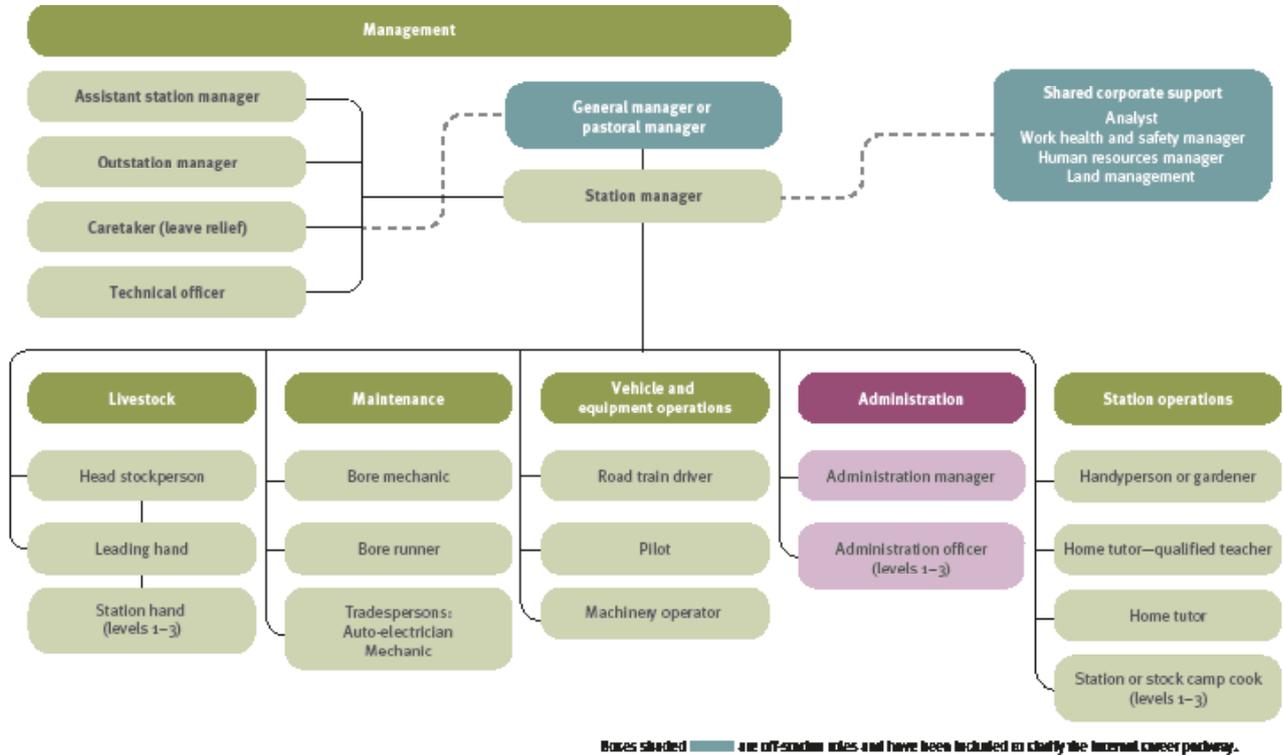
- Ability to process accounts
- Understanding of basic budgeting and financial management principles

Personal

- Sound written and spoken communication skills
- Sound planning and organisational skills

Relationships

- Reports to the station manager.
- Works closely with the administration manager (where applicable) and all station staff.



Salary

Individual contract—to be inserted by each station.

Position description

Administration officer level 1

Location:

Reports to: Station manager

Purpose

The administration officer provides administration support in operations, finance, human resources and payroll.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Facilitate station compliance with all requirements of work health and safety legislation and company health and safety policies, procedures and work instructions.

Administration

- Coordinate office/station communications such as:
 - answering and directing calls
 - coordinating correspondence (i.e. email, fax and post)
 - greeting and signing in clients and visitors
 - assisting with supplier, staff and contractor enquiries.
- Maintain the filing system.
- Assist with the administration of the vehicle fleet.
- Arrange travel and meetings.
- Coordinate station supplies and associated paperwork.
- Coordinate the maintenance of office equipment with vendors.
- Maintain stock records.

People

- Assist with the administrative induction of new staff.
- Coordinate training.
- Process insurance and workers compensation claims.
- Assist with return-to-work programs.
- Maintain employee records.

Finance

- Assist with processing and payment of invoices.
- Coordinate payroll paperwork.
- Maintain accounting records.
- Maintain fuel records.
- Maintain social club records.

Other

- Perform other duties and assume responsibilities as assigned.

Essential criteria

- No mandatory entry requirement; may have little or no experience in the industry and will be provided with on-the-job training

Desirable criteria

- Previous experience working on a station

Skills

Health and safety

- Developing knowledge and understanding of health and safety across:
 - incident and injury management
 - workers compensation
 - rehabilitation and return to work
 - risk management
 - health and wellbeing
 - legislation and compliance
- Developing knowledge of work health and safety regulatory obligations and management systems
- Ability to provide basic administration support to the implementation of health and safety policies, procedures and systems

Administration

- Basic administration skills
- Ability to use contemporary business technology to a basic level
- Ability to collect and record workplace data
- Basic working knowledge of computers and proficiency with Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent
- Ability to read and interpret workplace-related documentation

People

- Knowledge and understanding of people management across:
 - recruitment
 - induction and exiting
 - learning and performance development
 - legislation
 - payroll

Finance

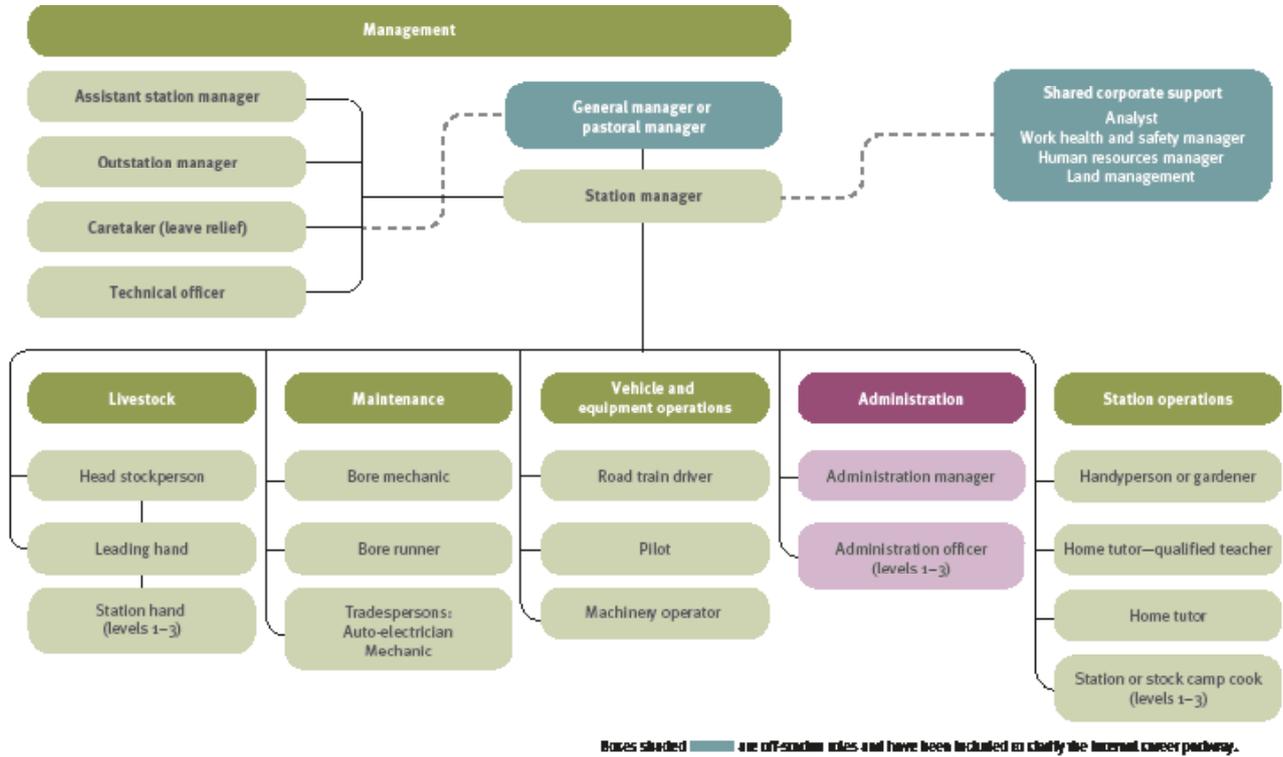
- Ability to process accounts
- Understanding of basic budgeting and financial management principles

Personal

- Sound written and spoken communication skills
- Sound planning and organisational skills

Relationships

- Reports to the station manager.
- Works closely with the administration manager (where applicable) and all station staff.



Salary

Individual contract—to be inserted by each station.

Position descriptions: station operations stream

Position description

Handyperson or gardener

Location:

Reports to: Station manager

Purpose

The handyperson or gardener is responsible for the general upkeep, tidiness and maintenance of the station's buildings, facilities and grounds.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Facilities

- Develop and deliver a regular maintenance schedule (incorporating preventative measures) for the station buildings and facilities including:
 - servicing of air conditioners
 - cleaning of grease traps
 - management of guttering and tank overflows
 - management and removal of rubbish
 - management of water supply (e.g. adequate water in tanks for quarters and homestead)
 - painting of buildings
 - cleaning and basic servicing of fleet vehicles
 - general cleaning of outside of buildings.
- Deliver corrective maintenance in response to unplanned maintenance requirements.
- Report major maintenance requirements to station management.

Grounds

- Repair and maintain fences within the homestead and quarters.
- Maintain lawns and decorative and vegetable gardens (including planting, pruning, trimming, weeding, fertilising, mulching, mowing and watering).
- Undertake landscaping work as required.

Other

- Provide general assistance with station domestic duties as required.
 - Provide general assistance to livestock and maintenance staff as required.
-

Essential criteria

- Demonstrated experience as a handyperson and gardener, preferably within a station environment

Desirable criteria

- Trade qualification in a relevant area such as carpentry or landscaping
 - Motorcycle licence or learners permit (Class R)
 - Motor vehicle licence or learners permit (Class C)
 - Truck and tractor licence or learners permit (Class LR)
 - Current basic first aid certificate
-

Skills

Health and safety

- Understanding of and ability to comply with relevant company health and safety policies, procedures and regulatory obligations

Facilities

- Ability to independently undertake maintenance and handyperson duties across the station's buildings, facilities and grounds
- Ability to coordinating a maintenance program
- Ability to weld using electric and oxyacetylene equipment
- Ability to drive a truck, ride a motorcycle and operate a tractor
- Ability to safely and competently operate a range of small machinery as required
- Ability to perform basic carpentry and handyperson tasks
- Ability to undertake repairs to small machinery.
- Ability to proactively identify purchasing (e.g. of materials and parts) necessary for the maintenance of the property's facilities and gardens
- Ability to operate emergency equipment (e.g. radios and firefighting equipment)
- Ability to assist with station domestic and operational duties

Grounds

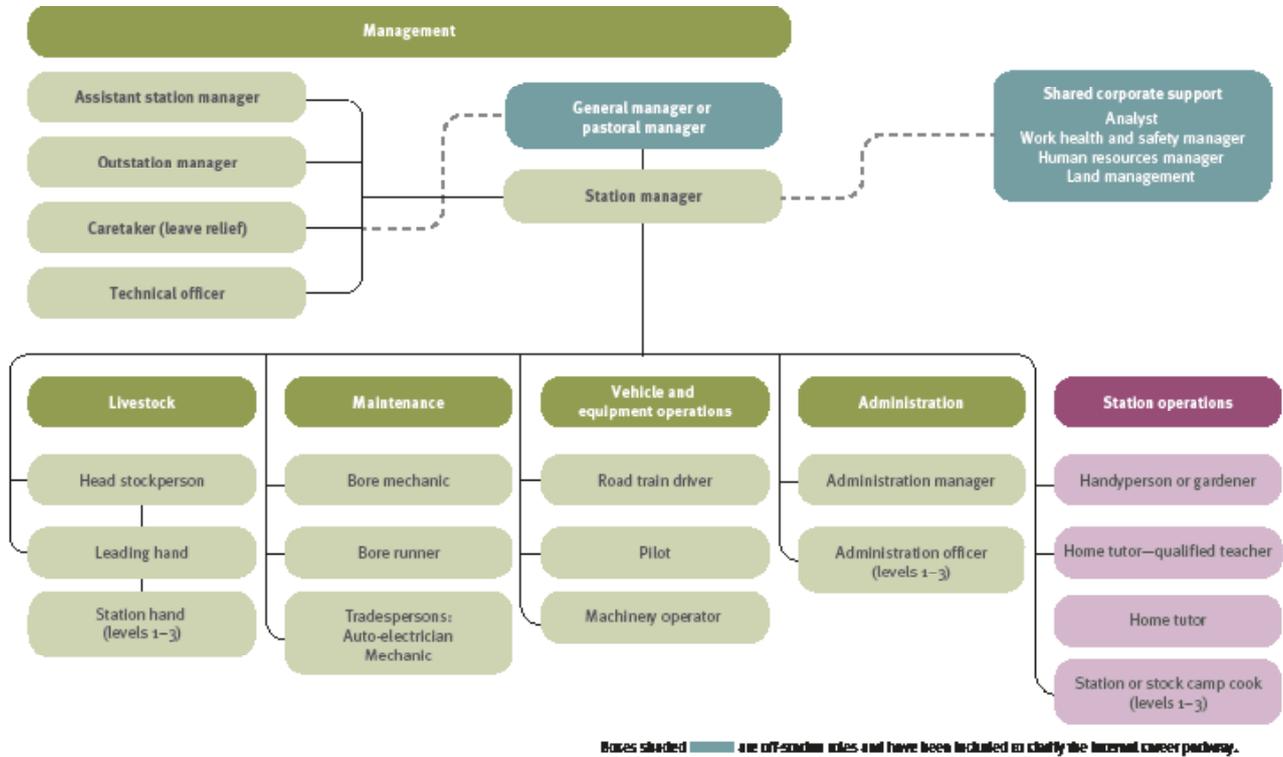
- Ability to maintain large gardens (including fruit and vegetable gardens)
- Ability to undertake landscaping work
- Ability to operate a grader and loader (desirable)
- Ability to repair fences

Personal

- Sound written and spoken communication skills
- Sound organisational and problem-solving skills
- Sound understanding of station operations and relevant company policies and procedures

Relationships

- Reports to the station manager, but where applicable is supervised on a day-to-day basis by the administration manager/officer.
- Works closely with the machinery operators and the livestock, maintenance and station operations staff.



Salary

Individual contract—to be inserted by each station.

Position description

Home tutor—qualified teacher

Location:

Reports to: Station manager

Purpose

The home tutor—qualified teacher provides educational support, tutoring and supervision of school-aged children living on the station.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company health and safety policies, procedures and work instructions.
- Ensure safe systems of work, specifically with regard for child safety.

Education

- Plan, prepare and deliver lessons according to the national curriculum, catering for a variety of learning styles.
- Teach according to the educational needs, abilities and achievements of students (individuals and groups).
- Teach a full range of learning areas, including but not limited to English (reading, writing, speaking and listening), mathematics, science, technology, society and the environment, creative arts, personal development, health and physical education.
- Nurture students in both academic and non-academic activities during program hours.
- Assist individual children with social, emotional and behavioural skills as needed.
- Plan and maintain a structured school schedule.
- Organise and provide materials and equipment needed before commencing lessons.
- Maintain regular contact with teachers via phone and email, and through the reporting system.
- Actively engage with and provide feedback to parents.
- Encourage participation in and develop extracurricular activities such as arts and crafts and sport.
- Maintain good order and discipline among students, and safeguard their health and wellbeing at all times.
- Communicate effectively with students using appropriate interpersonal skills.
- Plan and apply appropriate behaviour management strategies to help establish and maintain a supportive learning environment.
- Attend extracurricular activities in a supervisory role both on and off the station.
- Participate in professional development to:
 - maintain research-based knowledge of curriculum content and pedagogy
 - ensure strong collegiability (working with schools, home tutors and other teachers to improve practices).

Other

- Perform other duties and assume responsibilities as assigned.
-

Essential criteria

- Bachelor of Education or equivalent
- Curriculum knowledge and understanding, such as given in the Curriculum into the Classroom (C2C) resource
- Deep understanding of contemporary research and pedagogy in primary education (particularly in literacy and numeracy) and exemplary practice in primary literacy and numeracy education
- First aid certificate

- Drivers licence
- Police check and working with children check or relevant state equivalent
- Demonstrated ability to relate well to children

Desirable criteria

- Previous experience as a teacher in a regional or remote area

Skills

Health and safety

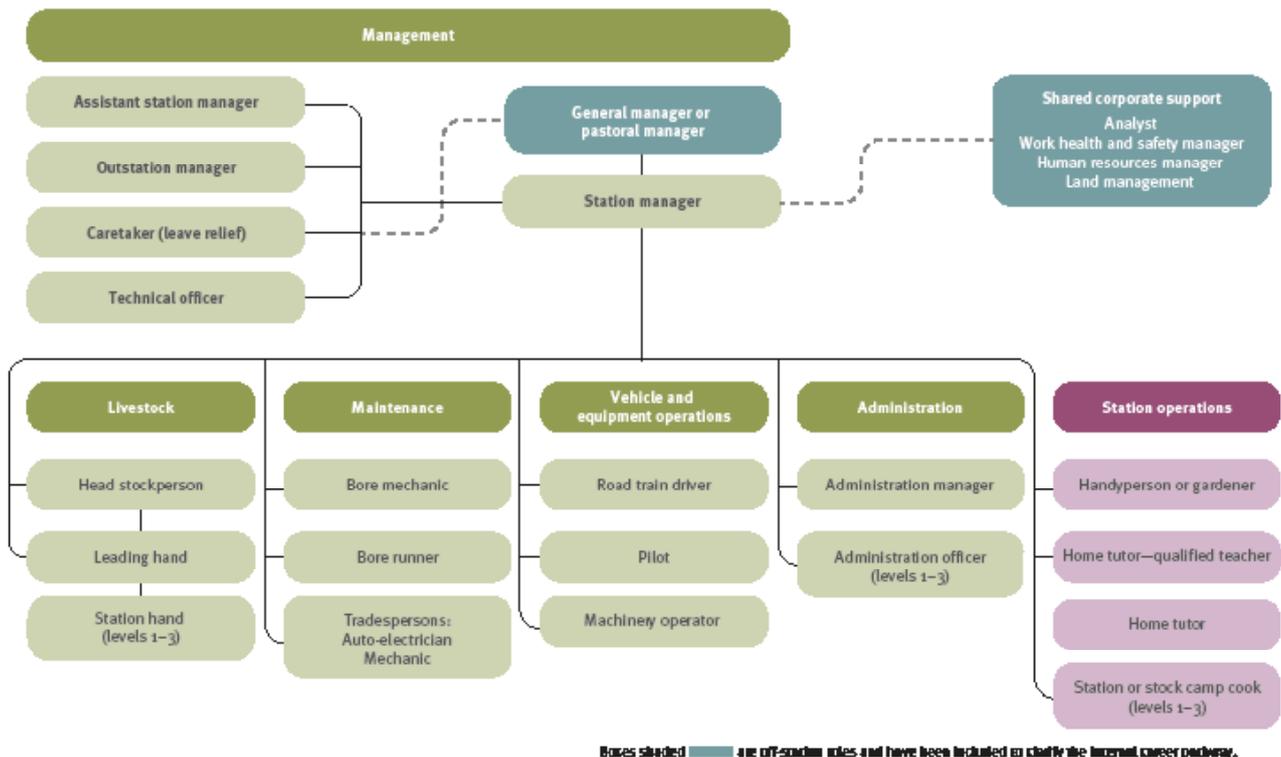
- Understanding of and ability to comply with relevant company health and safety policies, procedures and regulatory obligations, especially those relevant to the supervision of children

Education

- Sound literacy, numeracy and writing skills
- Basic working knowledge of computers and proficiency with Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent
- Ability to lead, guide and tutor school-aged children to optimise their academic outcomes
- Ability to motivate young children to participate in unfamiliar and/or challenging activities
- Ability to converse with parents, children and teachers
- Ability to redirect students into appropriate behaviours during school activities
- Ability to deliver a meaningful co-curricular program
- Sound planning and organisational skills
- Ability to relate very well to children
- An interest in education and a love of learning

Relationships

- Reports to the station manager.
- Works closely with the administration manager/officer and parents.



Salary

Individual contract—to be inserted by each station.

Position description

Home tutor

Location:

Reports to: Station manager

Purpose

The home tutor provides educational support, tutoring and supervision of school-aged children living on the station.

Responsibilities

Health and safety

- Create and promote a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company health and safety policies, procedures and work instructions.
- Ensure safe systems of work, specifically with regard for child safety.

Education

- Plan, prepare and deliver lessons according to the national curriculum, catering for a variety of learning styles.
- Teach according to the educational needs, abilities and achievements of students (individuals and groups).
- Teach a full range of learning areas, including but not limited to English (reading, writing, speaking and listening), mathematics, science, technology, society and the environment, creative arts, personal development, health and physical education.
- Nurture students in both academic and non-academic activities during program hours.
- Assist individual children with social, emotional and behavioural skills as needed.
- Plan and maintain a structured school schedule.
- Organise and provide materials and equipment needed before commencing lessons.
- Maintain regular contact with teachers via phone and email, and through the reporting system.
- Actively engage with and provide feedback to parents.
- Encourage participation in and develop extracurricular activities such as arts and crafts and sport.
- Maintain good order and discipline among students and safeguard their health and wellbeing at all times.
- Communicate effectively with students using appropriate interpersonal skills.
- Plan and apply appropriate behaviour management strategies to help establish and maintain a supportive learning environment.
- Attend extracurricular activities in a supervisory role both on and off the station.

Other

- Perform other duties and assume responsibilities as assigned.
-

Essential criteria

- Queensland Certificate of Education or equivalent
 - First aid certificate
 - Drivers licence
 - Police check and working with children check or relevant state equivalent
 - Demonstrated ability to relate well to children
-

Desirable criteria

- Currently working towards or completed Bachelor of Education or equivalent

- Curriculum knowledge and understanding, such as given in the Curriculum into the Classroom (C2C) resource
- Previous experience as a tutor, preferably on a station

Skills

Health and safety

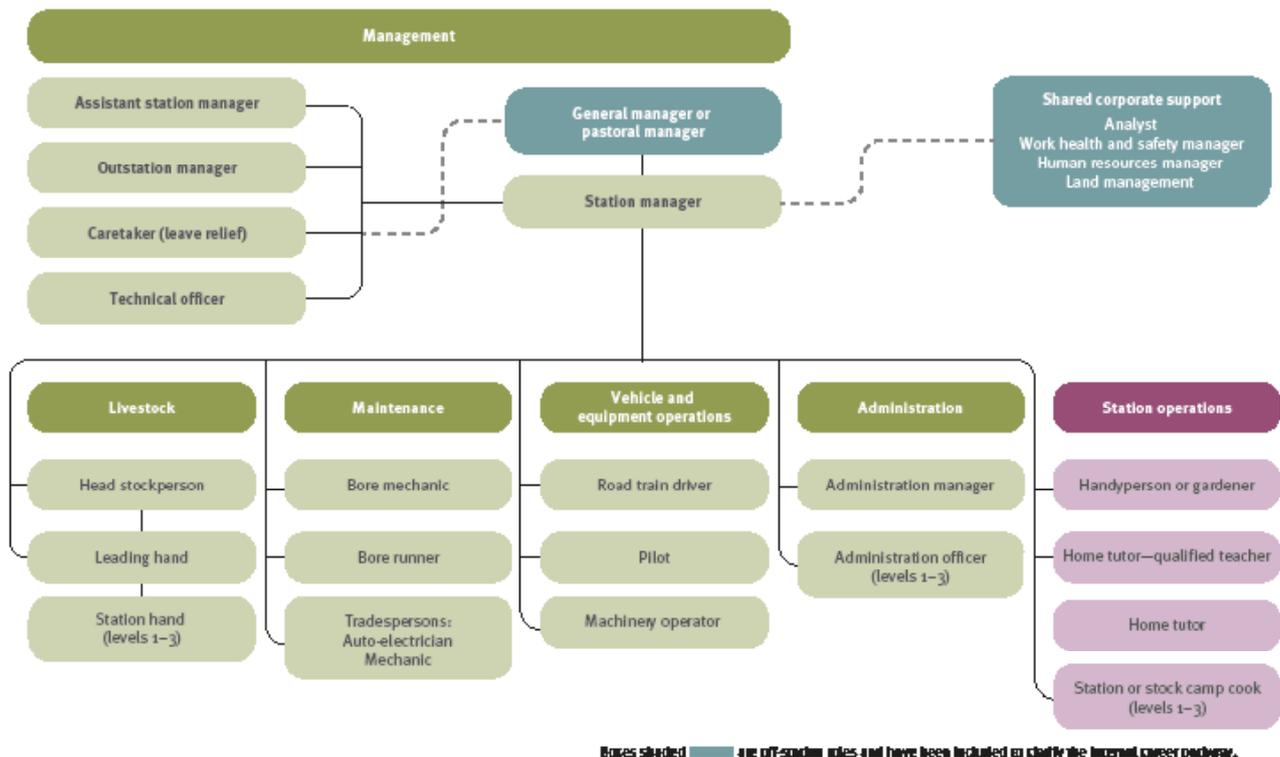
- Understanding of and ability to comply with relevant company health and safety policies, procedures and regulatory obligations, especially those relevant to the supervision of children

Education

- Sound literacy, numeracy and writing skills
- Basic working knowledge of computers and proficiency with Microsoft Office™ applications (especially Word®, Excel® and Outlook®) or equivalent
- Ability to lead, guide and tutor school-aged children to optimise their academic outcomes
- Ability to motivate young children to participate in unfamiliar and/or challenging activities
- Ability to converse with parents, children and teachers
- Ability to redirect students into appropriate behaviours during school activities
- Ability to deliver a meaningful co-curricular program
- Sound planning and organisational skills
- Ability to relate very well to children
- An interest in education and a love of learning

Relationships

- Reports to the station manager.
- Works closely with the administration manager/officer and parents.



Salary

Individual contract—to be inserted by each station.

Position description

Station or stock camp cook level 3

Location:

Reports to: Station manager

Purpose

The station or stock camp cook plans, prepares and cooks nutritious meals for station staff, guests and contractors in the station kitchen and/or in the stock camp.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Meal preparation

- Provide breakfast, morning tea, lunch, afternoon tea and evening meals as required.
- Provide packed lunches for staff as required.
- Develop nutritious, enjoyable and efficient menus.
- Prepare and maintain a clean and inviting dining area.
- Provide tea and coffee making facilities.

Food stores

- Maintain an inventory of food stored and foods required.
- Prepare a list of groceries to be purchased.
- Maintain stock levels to ensure sufficient supplies.
- Pack and unpack food stores.
- Ensure food is stored hygienically and in a manner that maintains peak condition.
- Bag and label meat cuts for freezing after butchering.
- Clean food storage areas regularly.

Hygiene

- Station cook: Maintain the kitchen, serving areas, dining room, cool room, store room and meat house in a clean, tidy and hygienic state.
- Camp cook: Maintain the cooking equipment and any facilities provided in a clean, tidy and hygienic state.
- Wash all dishes after each meal.
- Clean and tidy the eating areas and surrounds after each meal.
- Ensure that food-handling legislation is complied with at all times in all situations.
- Regularly defrost freezers and refrigerators.
- Dispose of rubbish regularly.

Equipment

- Maintain electrical equipment, cooking equipment and utensils so that they remain clean and in good order.
- Ensure knives are sharpened.
- Ensure cooking and dining utensils are cleaned and put away after each meal.
- Report any maintenance issues.

Other

- Perform other duties and assume responsibilities as assigned, particularly to assist the station operations staff.

Essential criteria

- Demonstrated capability to undertake station or camp cook responsibilities for 6 or more staff

Desirable criteria

- Certificate II in Kitchen Operations or equivalent

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Ability to provide day-to-day supervision regarding health and safety
- Understanding of and ability to comply with food-handling legislation

Meal preparation

- Ability to plan menus, order supplies and prepare meals that are nutritious, tasty and varied
- Ability to cater for visitors to the property
- Understanding of nutrition
- Ability to cut up and mince large pieces of meat

Food stores

- Ability to maintain an inventory of food stored and foods required
- Ability to prepare a list of groceries for purchasing
- Ability to maintain stock levels to ensure sufficient supplies
- Ability to store food hygienically and in a manner that maintains peak condition

Hygiene

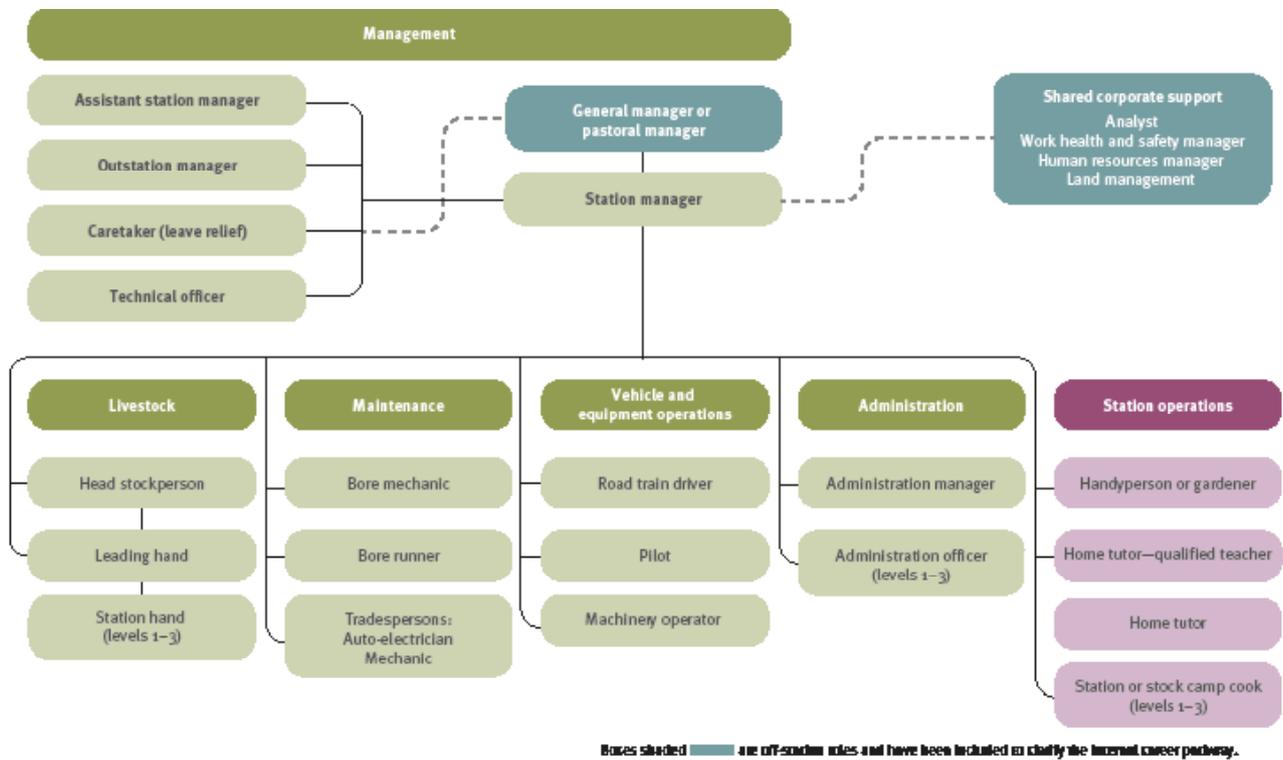
- Ability to apply hygienic work practices
- Understanding of food-handling practices and the ability to apply these to work practices
- Ability to maintain a high standard of personal appearance and hygiene

Equipment

- Ability to maintain electrical equipment, cooking equipment and utensils so that they are clean and in good order
- Ability to sharpen knives
- Ability to recognise maintenance issues that require escalation to management

Relationships

- Reports to the station manager, but where applicable is supervised on a day-to-day basis by the administration manager/officer.
- Works closely with the machinery operators and with livestock, maintenance and station operations staff.



Salary

Determined by the number of staff catered for.

Position description

Station or stock camp cook level 2

Location:

Reports to: Station manager

Purpose

The station or stock camp cook plans, prepares and cooks nutritious meals for station staff, guests and contractors in the station kitchen and/or in the stock camp.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Meal preparation

- Provide breakfast, morning tea, lunch, afternoon tea and evening meals as required.
- Provide packed lunches for staff as required.
- Develop nutritious, enjoyable and efficient menus.
- Prepare and maintain a clean and inviting dining area.
- Provide tea and coffee making facilities.

Food stores

- Maintain an inventory of food stored and foods required.
- Prepare a list of groceries to be purchased.
- Maintain stock levels to ensure sufficient supplies.
- Pack and unpack food stores.
- Ensure food is stored hygienically and in a manner that maintains peak condition.
- Bag and label meat cuts for freezing after butchering.
- Clean food storage areas regularly.

Hygiene

- Station cook: Maintain the kitchen, serving areas, dining room, cool room, store room and meat house in a clean, tidy and hygienic state.
- Camp cook: Maintain the cooking equipment and any facilities provided in a clean, tidy and hygienic state.
- Wash all dishes after each meal.
- Clean and tidy the eating areas and surrounds after each meal.
- Ensure that food-handling legislation is complied with at all times in all situations.
- Regularly defrost freezers and refrigerators.
- Dispose of rubbish regularly.

Equipment

- Maintain electrical equipment, cooking equipment and utensils so that they remain clean and in good order.
- Ensure knives are sharpened.
- Ensure cooking and dining utensils are cleaned and put away after each meal.
- Report any maintenance issues.

Other

- Perform other duties and assume responsibilities as assigned, particularly to assist the station operations staff.

Essential criteria

- Demonstrated capability to undertake station or camp cook responsibilities for 2–5 (or more) staff

Desirable criteria

- Certificate II in Kitchen Operations or equivalent

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Ability to provide day-to-day supervision regarding health and safety
- Understanding of and ability to comply with food-handling legislation

Meal preparation

- Ability to plan menus, order supplies and prepare meals that are nutritious, tasty and varied
- Ability to cater for visitors to the property
- Understanding of nutrition
- Ability to cut up and mince large pieces of meat

Food stores

- Ability to maintain an inventory of food stored and foods required
- Ability to prepare a list of groceries for purchasing
- Ability to maintain stock levels to ensure sufficient supplies
- Ability to store food hygienically and in a manner that maintains peak condition

Hygiene

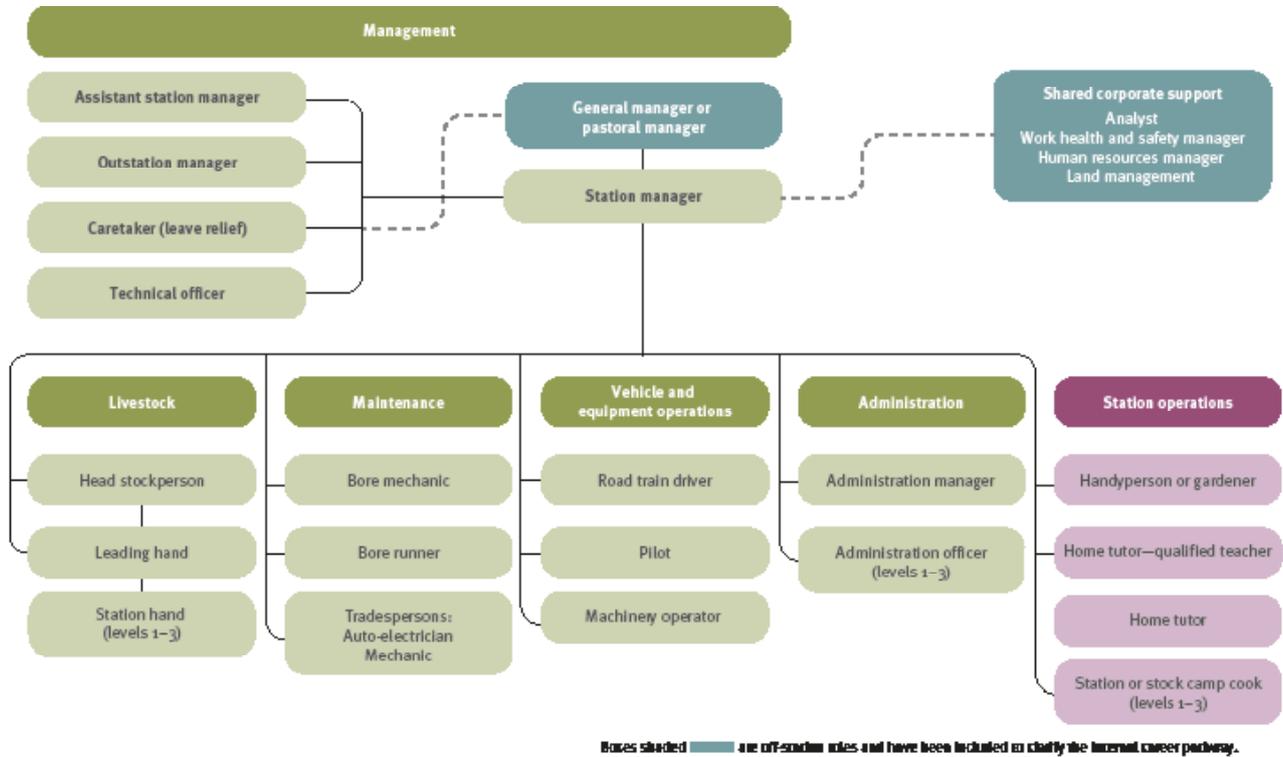
- Ability to apply hygienic work practices
- Understanding of food-handling practices and the ability to apply these to work practices
- Ability to maintain a high standard of personal appearance and hygiene

Equipment

- Ability to maintain electrical equipment, cooking equipment and utensils so that they are clean and in good order
- Ability to sharpen knives
- Ability to recognise maintenance issues that require escalation to management

Relationships

- Reports to the station manager, but where applicable is supervised on a day-to-day basis by the administration manager/officer.
- Works closely with the machinery operators and with livestock, maintenance and station operations staff.



Salary

Determined by the number of staff catered for.

Position description

Station or stock camp cook level 1

Location:

Reports to: Station manager

Purpose

The station or stock camp cook plans, prepares and cooks nutritious meals for station staff, guests and contractors in the station kitchen and/or in the stock camp.

Responsibilities

Health and safety

- Support a positive health and safety culture.
- Comply with all requirements of work health and safety legislation.
- Comply with all company work health and safety policies, procedures and work instructions.

Meal preparation

- Provide breakfast, morning tea, lunch, afternoon tea and evening meals as required.
- Provide packed lunches for staff as required.
- Develop nutritious, enjoyable and efficient menus.
- Prepare and maintain a clean and inviting dining area.
- Provide tea and coffee making facilities.

Food stores

- Maintain an inventory of food stored and foods required.
- Prepare a list of groceries to be purchased.
- Maintain stock levels to ensure sufficient supplies.
- Pack and unpack food stores.
- Ensure food is stored hygienically and in a manner that maintains peak condition.
- Bag and label meat cuts for freezing after butchering.
- Clean food storage areas regularly.

Hygiene

- Station cook: Maintain the kitchen, serving areas, dining room, cool room, store room and meat house in a clean, tidy and hygienic state.
- Camp cook: Maintain the cooking equipment and any facilities provided in a clean, tidy and hygienic state.
- Wash all dishes after each meal.
- Clean and tidy the eating areas and surrounds after each meal.
- Ensure that food-handling legislation is complied with at all times in all situations.
- Regularly defrost freezers and refrigerators.
- Dispose of rubbish regularly.

Equipment

- Maintain electrical equipment, cooking equipment and utensils so that they remain clean and in good order.
- Ensure knives are sharpened.
- Ensure cooking and dining utensils are cleaned and put away after each meal.
- Report any maintenance issues.

Other

- Perform other duties and assume responsibilities as assigned, particularly to assist the station operations staff.

Essential criteria

- Willingness to learn and develop competencies on the job

Desirable criteria

- Certificate II in Kitchen Operations or equivalent

Skills

Health and safety

- Thorough understanding of relevant company health and safety policies and procedures
- Understanding of health and safety obligations
- Understanding of and ability to comply with food-handling legislation

Meal preparation

- Ability to plan menus, order supplies and prepare meals that are nutritious, tasty and varied
- Ability to cater for visitors to the property
- Understanding of nutrition
- Ability to cut up and mince large pieces of meat

Food stores

- Ability to maintain an inventory of food stored and foods required
- Ability to prepare a list of groceries for purchasing
- Ability to maintain stock levels to ensure sufficient supplies
- Ability to store food hygienically and in a manner that maintains peak condition

Hygiene

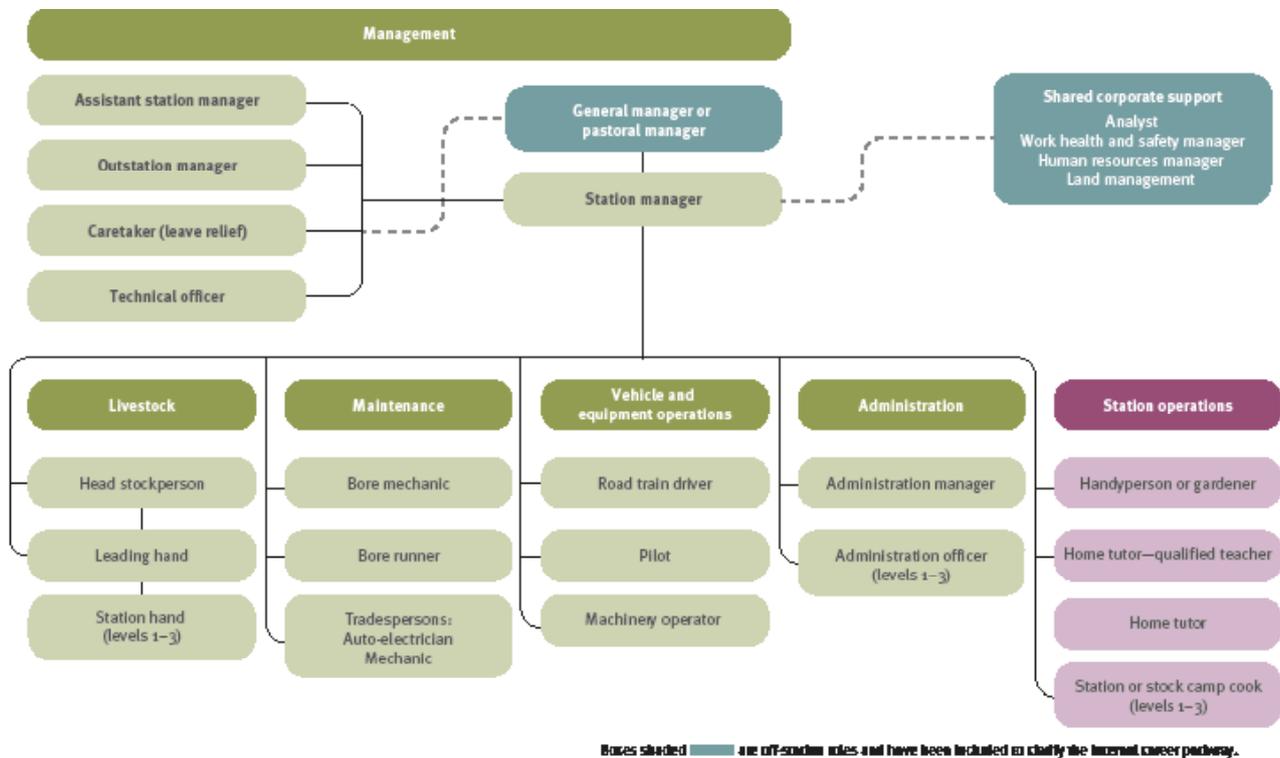
- Ability to apply hygienic work practices
- Understanding of food-handling practices and the ability to apply these to work practices
- Ability to maintain a high standard of personal appearance and hygiene

Equipment

- Ability to maintain electrical equipment, cooking equipment and utensils so that they are clean and in good order
- Ability to sharpen knives
- Ability to recognise maintenance issues that require escalation to management

Relationships

- Reports to the station manager, but where applicable is supervised on a day-to-day basis by the administration manager/officer.
- Works closely with the machinery operators and with livestock, maintenance and station operations staff.



Salary

Determined by the number of staff catered for.

Career pathways

Career pathway summary for the livestock stream

Table 6 On-station roles, entry pathways and further pathways for the livestock stream

On-station roles and pathway	Entry pathway to on-station roles	Career pathways from on-station roles
Pastoral company head office roles	<ul style="list-style-type: none"> Advanced Diploma of Agriculture Advanced Diploma of Agribusiness Management Bachelor degree (business, science, rural and/or technical focus) On-station experience (highly desirable) 	<p>Can leverage competencies to pursue the following roles:</p> <ul style="list-style-type: none"> agronomist researcher agribusiness manager agricultural engineer agricultural scientist agricultural and resource economist veterinarian park ranger agricultural engineer.
Station manager	<ul style="list-style-type: none"> At least 3 years experience in station leadership roles Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent 	<p>Can leverage competencies to pursue the following roles:</p> <ul style="list-style-type: none"> roles in agribusiness management, banking, investment and insurance agricultural lobbyist senior roles with industry/peak bodies specialist technical officer animal technician rural business management roles agricultural consultant management roles in agricultural production enterprises (e.g. feedlots and saleyards) management roles with pastoral companies.
Assistant station manager	<ul style="list-style-type: none"> At least 2 years experience in station leadership roles Competency in all tasks reasonably required of a station hand level 3 	<p>Desirable</p> <ul style="list-style-type: none"> Working towards Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent
Outstation manager		
Caretaker (leave relief)		
Technical officer	<ul style="list-style-type: none"> Diploma of Animal Technology or equivalent Excellent technical knowledge of cattle husbandry, artificial breeding programs, animal handling and treatment, and herd management practices Competency or ability to develop competency in all tasks reasonably required of a station hand level 3 	<ul style="list-style-type: none"> May undertake graduate-level study to provide advanced skills and knowledge for further pathway advancement. Can specialise (e.g. artificial insemination technical officer). Agricultural technical officers are employed by state, territory and federal government departments, CSIRO, pastoral companies, agricultural chemical manufacturers and farm consultancies.
Head stockperson	<ul style="list-style-type: none"> High level of competency in all tasks reasonably required of a station hand level 3 At least 1 year in a station leadership role such as leading hand <p>Desirable</p> <ul style="list-style-type: none"> Certificate IV in Agribusiness or Agriculture or equivalent 	<ul style="list-style-type: none"> Leading hand may be eligible to progress to a head stockperson role within the beef industry. A fully competent head stockperson may be eligible to progress to station management roles. Can leverage competencies to pursue the following roles: <ul style="list-style-type: none"> leadership roles in other agricultural production enterprises (e.g. feedlots and saleyards) roles in agribusiness administration roles in rural business administration junior roles in rural banking, insurance, lending and investment roles with industry/peak bodies veterinarian assistant (Certificate IV in Veterinary Nursing) operational or technical roles with pastoral companies.
Leading hand	<ul style="list-style-type: none"> High level of competency in all tasks reasonably required of a station hand level 3 <p>Desirable</p> <ul style="list-style-type: none"> Certificate IV in Agribusiness or Agriculture or equivalent, or working towards same 	

(Continued)

Table 6 On-station roles, entry pathways and further pathways for the livestock stream (continued)

Station hand level 3	<ul style="list-style-type: none"> • Demonstrated competency in all tasks reasonably required of a station hand level 2 <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Agriculture, Rural Operations or Horse Breeding or equivalent 	<ul style="list-style-type: none"> • May create eligibility to progress to a leading hand or head stockperson within the beef industry. • Able to seek employment not only in rural industries but also other industry sectors (e.g. local government, tourism, hospitality, transport, construction, information technology and metals). • Certificate III in Horse Breeding may lead to employment as a stud farm worker or provide a pathway to become an agricultural technical officer. • Can move into bore, machinery and maintenance streams of on-station work.
Station hand level 2	<ul style="list-style-type: none"> • Achievement of station hand level 1 competencies <p>Desirable</p> <ul style="list-style-type: none"> • Certificate II in Agriculture or Rural Operations or equivalent 	<ul style="list-style-type: none"> • When fully competent, can progress to station hand level 3 within the beef industry. • Depending on units of study selected, can be employed in rural and regional sectors (e.g. local government, tourism, hospitality, transport, construction, community services, information technology and metals). • Work experience to this level or greater contributes to a pathway to complete Certificates II and III in Animal Studies followed by a Certificate IV in Veterinary Nursing.
Station hand level 1	<ul style="list-style-type: none"> • No mandatory entry requirement • Little or no experience in the industry expected; on-the-job training provided • Demonstrated passion for farming and enthusiasm to learn more <p>Desirable</p> <ul style="list-style-type: none"> • Certificate I in AgriFood Operations 	<ul style="list-style-type: none"> • Achievement of competencies may create eligibility to progress to station hand level 2 within the beef industry. • Can be used to gain hands-on experience prior to undertaking agricultural studies at any level.

Details of career pathways for all streams*

Table 7 Career pathways for the management stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Station manager	<ul style="list-style-type: none"> • At least 3 years experience in station leadership roles • Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent • Demonstrated level A competencies (see Table 2) • 	<p>Qualification options</p> <ul style="list-style-type: none"> • A Diploma of Agriculture reflects the role of personnel working on farms and stations who manage enterprise production units, and staff and sole operators of agribusinesses who provide crop production advice and services to production enterprises. Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Agriculture, which is suitable for an Australian apprenticeship. • A Diploma of Agribusiness Management reflects the role of personnel working on farms, stations and related rural businesses involved in administering and managing those businesses. Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Agribusiness Management and Advanced Diploma of Agriculture, both of which are suitable for Australian apprenticeships. • An Advanced Diploma of Agribusiness Management reflects the roles of individuals working in a range of agribusinesses. The units covered in this qualification are uniquely contextualised for the agribusiness sector and reflect the need for agribusiness-specific management expertise in planning and analysis, financial management and human resource management, together with an emphasis on sustainability. This qualification is also suited to the needs of individuals who possess significant theoretical agribusiness skills and knowledge that they would like to further develop in order to create further educational or employment opportunities. • An Advanced Diploma of Agriculture reflects the roles of individuals working in management roles in agriculture. Jobs relevant to this qualification include agricultural enterprise business managers. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of station manager competencies may create eligibility to progress to pastoral company roles in land management, health and safety, breeding and sales. • Can leverage competencies to pursue the following roles: <ul style="list-style-type: none"> – roles in agribusiness management, banking, investment and insurance – agricultural lobbyist – senior roles with industry bodies – specialist agricultural technical officer – animal technician – rural business management roles – agricultural consultant – management roles in agricultural production enterprises (e.g. feedlots and saleyards) – management roles with pastoral companies.

(Continued)

* Source: Department of Industry, last updated November 2013, accessed September 2012 to February 2013, <<http://training.gov.au/Training/Details/AHC10210?releaseId=9f11015c-2321-44b7-b0fc-7993e732f3c0>>.

Table 7 Career pathways for the management stream (continued)

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Assistant station manager Outstation manager Caretaker (leave relief)	<ul style="list-style-type: none"> • At least 2 years experience in station leadership roles • Competency in all tasks reasonably required of a station hand level 3 • Demonstrated level B competencies (see Table 3) <p>Desirable</p> <ul style="list-style-type: none"> • Working towards Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent • 	<p>Qualification options</p> <ul style="list-style-type: none"> • A Diploma of Agriculture reflects the role of personnel working on farms and stations who manage enterprise production units, and staff and sole operators of agribusinesses who provide crop production advice and services to production enterprises. Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Agriculture, which is suitable for an Australian apprenticeship. • A Diploma of Agribusiness Management reflects the role of personnel working on farms, stations and related rural businesses involved in administering and managing those businesses. Further training pathways from this qualification include, but are not limited to, Advanced Diploma of Agribusiness Management and Advanced Diploma of Agriculture, both of which are suitable for Australian apprenticeships. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies in any of these roles may create eligibility to progress to the role of station manager. • Can leverage competencies to pursue the following roles: <ul style="list-style-type: none"> – roles in agribusiness management, banking, investment and insurance – agricultural lobbyist – senior roles with industry bodies – specialist agricultural technical officer – animal technician – rural business management roles – management roles in agricultural production enterprises (e.g. feedlots and saleyards) – management roles with pastoral companies.
Technical officer	<ul style="list-style-type: none"> • Diploma of Animal Technology or equivalent • Excellent technical knowledge of cattle husbandry, artificial breeding programs, animal handling and treatment, and herd management practices • Competency or ability to develop competency in all tasks reasonably required of a station hand level 3 • Demonstrated level B competencies (see Table 3) <p>Desirable</p> <ul style="list-style-type: none"> • Working towards Diploma of Agriculture and/or Diploma of Agribusiness Management or equivalent • At least 2 years experience in station leadership roles • 	<p>Qualification options</p> <ul style="list-style-type: none"> • A Diploma in Animal Technology is the industry qualification for people aiming to operate at a senior or managerial level and undertaking animal technology functions within a biomedical research or production environment. It is highly recommended that while undertaking this qualification, the learner should have access to an animal technology workplace through either paid employment or substantial periods of work placement or work experience blocks. Pathways for candidates considering this qualification include: <ul style="list-style-type: none"> – direct entry – after achieving Certificate III in Animal Studies – after achieving Certificate III in Animal Technology. <p>Career pathways</p> <ul style="list-style-type: none"> • After achieving this qualification, candidates may undertake graduate-level study to provide advanced skills and knowledge for further pathway advancement. • Agricultural technical officers are employed by state, territory and federal government departments, CSIRO, pastoral companies, agricultural chemical manufacturers and farm consultancies. • Specialisations include artificial insemination technical officer.

Table 8 Career pathways for the livestock stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Head stockperson	<ul style="list-style-type: none"> • High level of competency in all tasks reasonably required of a station hand level 3 • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • At least 1 year in a station leadership role such as leading hand • Certificate IV in Agribusiness or Agriculture or equivalent • 	<p>Qualification options</p> <ul style="list-style-type: none"> • Certificate IV in Agriculture allows individuals to develop post-trade skills and knowledge to become specialists within the agriculture industry. It is designed to meet the needs of supervisors or team leaders in the agriculture industry. A further training pathway from this qualification is completion of a Diploma of Agriculture. This qualification is suitable for an Australian apprenticeship. • Certificate IV in Agribusiness allows individuals to develop agribusiness skills and knowledge within the agriculture and production horticulture industry. They may undertake a range of complex and non-routine tasks related to the administration of an agribusiness. Further training pathways from this qualification include, but are not limited to, Diploma of Agribusiness and Diploma of Agriculture, both of which are suitable for Australian apprenticeships.
Leading hand	<ul style="list-style-type: none"> • High level of competency in all tasks reasonably required of a station hand level 3 • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate IV in Agribusiness or Agriculture or equivalent, or working towards the same • 	<p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of leading hand competencies may create eligibility to progress to a head stockperson role within the beef industry. • Achievement of head stockperson competencies may create eligibility to progress to a station management role such as assistant station manager, outstation manager or technical assistant. • Can leverage competencies to pursue the following off-station roles: <ul style="list-style-type: none"> – leadership roles in other agricultural production enterprises (e.g. feedlots and saleyards) – roles in agribusiness administration – roles in rural business administration – roles with industry/peak bodies – junior roles in rural banking, insurance, lending and investment – veterinarian assistant (Certificate IV in Veterinary Nursing) – operational or technical roles with pastoral companies.

(Continued)

Table 8 Career pathways for the livestock stream (continued)

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Station hand level 3	<ul style="list-style-type: none"> • Demonstrated competency in all tasks reasonably required of a station hand level 2 • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Agriculture, Rural Operations, Horse Breeding or equivalent 	<p>Qualification options</p> <ul style="list-style-type: none"> • Certificate III in Agriculture provides a general vocational outcome in agriculture. The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both. Further training pathways from this qualification include, but are not limited to, Certificate IV in Agriculture, which is suitable for an Australian apprenticeship. • Certificate III in Horse Breeding provides a vocational outcome in horse breeding. The horse breeding industry expects this qualification to be achieved to meet job outcomes at this level. Further training pathways from this qualification include, but are not limited to, Certificate IV in Agriculture. • Certificate III in Rural Operations provides an occupational outcome in agriculture, horticulture and conservation land management and at least one and up to three other related industries. Depending on the units selected, individuals will be able to seek employment not only in rural industries but also in other industry sectors (e.g. local government, tourism, hospitality, transport, construction, information technology and metals). <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies in this role may create eligibility to progress to a leading hand or head stockperson role within the beef industry. • Depending on the units selected in the Certificate III in Rural Operations, individuals will be able to seek employment not only in rural industries but also other in industry sectors (e.g. local government, tourism, hospitality, transport, construction, information technology and metals). • Can move into the maintenance stream of on-station work. • Certificate III in Horse Breeding can lead to employment as a stud farm worker or provide a pathway to become an agricultural technical officer.

(Continued)

Table 8 Career pathways for the livestock stream (continued)

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Station hand level 2	<ul style="list-style-type: none"> • Demonstrated competency in all tasks reasonably required of a station hand level 1 • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate II in Agriculture or Rural Operations or equivalent • 	<p>Qualification options</p> <ul style="list-style-type: none"> • Certificate II in Agriculture provides an entry-level qualification in agriculture. It enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both. Further training pathways from this qualification include, but are not limited to, Certificate III in Agriculture (Dairy Production), Certificate III in Pork Production and Certificate III in Horse Breeding. This qualification is suitable for an Australian apprenticeship. • Certificate II in Rural Operations provides a qualification for industries and agencies in rural and regional Australia. Further training pathways from this qualification include, but are not limited to, Certificate III in Agriculture, Certificate III in Production Horticulture and Certificate III in Horticulture. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies in this role creates eligibility to progress to station hand level 3 within the beef industry. • Depending on the units selected in Certificate II in Rural Operations, individuals can be employed not only in rural industries but also other in rural and regional sectors (e.g. local government, tourism, hospitality, transport, construction, community services, information technology and metals). • Work experience to this level or greater contributes to a pathway to complete Certificates II and III in Animal Studies followed by Certificate IV in Veterinary Nursing.
Station hand level 1	<ul style="list-style-type: none"> • No mandatory entry requirement • Little or no industry experience required; on-the-job training provided • Demonstrated passion for farming and enthusiasm to learn more • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate I in AgriFood Operations or equivalent • 	<p>Qualification options</p> <ul style="list-style-type: none"> • Certificate I in AgriFood Operations is an entry-level qualification for individuals entering the agriculture, horticulture and conservation and land management industries. There are no specific job outcomes for this qualification, but the skills achieved will assist in successfully undertaking a Certificate II pre-vocational program or job outcome qualification, or will facilitate entry into an Australian apprenticeship. Further training pathways from this qualification include, but are not limited to, Certificate II in Agriculture, Certificate II in Horticulture, Certificate II in Production Horticulture and Certificate II in Rural Operations. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies for this role creates eligibility to progress to station hand level 2 within the beef industry. • Can be used to gain hands-on experience before undertaking agricultural studies at any level.

Table 9 Career pathways for the maintenance stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Bore mechanic	<ul style="list-style-type: none"> • Sound competency in all tasks reasonably required of a station hand level 3 and a bore runner • Trade qualification in mechanics (automotive or engineering) or the equivalent competences acquired on the job: <ul style="list-style-type: none"> – advanced competency in pump, bore and windmill servicing, maintenance and repairs – trade-equivalent competency in machinery and vehicle maintenance and servicing • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Agriculture, Rural Operations or Horse Breeding or equivalent 	<p>Qualification options</p> <ul style="list-style-type: none"> • Has a trade qualification in mechanics (automotive or engineering) or has had significant on-the-job training while in station hand and/or bore runner roles. • May have a Certificate III in Agriculture, Rural Operations or Horse Breeding. (See the qualification options for a station hand level 3 for a detailed description.) <p>Career pathways</p> <ul style="list-style-type: none"> • A bore mechanic is a highly specialist and in-demand role and often those who enjoy this type of work remain in this role for their careers. • Achievement of competencies for station hand level 3 may lead to a role as a leading hand within the beef industry and an off-station career pathway as outlined for a station hand level 3. • If not already qualified, a bore mechanic can seek a mechanical trade qualification (most likely off-station). • After completing a Certificate III in Rural Operations, an individual will be able to seek employment not only in rural industries but also in other industry sectors (e.g. local government, tourism, hospitality, transport, construction, information technology and metals).
Bore runner	<ul style="list-style-type: none"> • Sound competency in all tasks reasonably required of a station hand level 3 • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III in Agriculture, Rural Operations or Horse Breeding or equivalent 	<p>Qualification options</p> <ul style="list-style-type: none"> • May have a Certificate III in Agriculture, Rural Operations or Horse Breeding, or equivalent. (See the qualification options for a station hand level 3 for a detailed description.) <p>Career pathways</p> <ul style="list-style-type: none"> • A bore runner can pursue a career as a bore mechanic via on-the-job training and/or the attainment of a trade qualification in mechanics (automotive or engineering). • Achievement of competencies for station hand level 3 may create eligibility to progress to a leading hand within the beef industry and an off-station career pathway as outlined for a station hand level 3.
Auto-electrician	<ul style="list-style-type: none"> • Trade qualification as an auto-electrician • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Experience working as an auto-electrician in a similar environment 	<p>Qualification options</p> <ul style="list-style-type: none"> • Completion of an auto-electrician apprenticeship. <p>Career pathways</p> <ul style="list-style-type: none"> • An auto-electrician is a specialist role. There is no further direct career path on-station.
Mechanic	<ul style="list-style-type: none"> • Trade qualification as a mechanic or equivalent • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Experience working as a mechanic in a similar environment 	<p>Qualification options</p> <ul style="list-style-type: none"> • Completion of an automotive technician (light) apprenticeship. <p>Career pathways</p> <ul style="list-style-type: none"> • An auto-mechanic is a specialist role. There is no further direct career path on-station.

Table 10 Career pathways for the vehicle and equipment operations stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Road train driver	<ul style="list-style-type: none"> Multi-combination (MC) drivers licence Experience working with and transporting livestock Demonstrated level C competencies (see Table 4) 	<p>Qualifications options</p> <ul style="list-style-type: none"> Multi-combination (MC) drivers licence. <p>Career pathways</p> <ul style="list-style-type: none"> A road train driver is a specialist role. There is no further direct career path on-station.
Pilot	<ul style="list-style-type: none"> Australian commercial pilots licence At least 300 hours total flying time At least 100 hours command time Current class 1 and/or class 2 medical Appropriate endorsements and/or type certification for aircraft to be flown Current aviation security identification card (ASIC) Any other obligations imposed by insurer of company aircraft Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> Agricultural rating Instrument rating Aviation dangerous goods training Night rating Mustering endorsement Experience working and flying in agricultural settings Experience working as a station hand 	<p>Qualification options</p> <ul style="list-style-type: none"> The Civil Aviation Safety Authority (CASA) does not require any person seeking an Australian pilot's licence to hold formal educational qualifications. The education level required to pass the private pilot's licence exams is well within the scope of the average person. <p>Career pathways</p> <ul style="list-style-type: none"> A station pilot is a specialist role. There is no further direct career path on-station unless the pilot seeks to use their station hand experience to progress through to station management roles. A position of pilot in the agricultural sector can be used to accumulate flying hours to enhance career progression as a pilot outside of agriculture.
Machinery operator	<ul style="list-style-type: none"> Heavy rigid (HR) licence Grader ticket and/or loader ticket Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> Experience working on a remote beef cattle station 	<p>Qualification options</p> <ul style="list-style-type: none"> Heavy rigid (HR) licence, loader and/or grader ticket. <p>Career pathway</p> <ul style="list-style-type: none"> A machinery operator is a specialist role. There is no further direct career path on-station.

Table 11 Career pathways for the administration stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Administration manager	<ul style="list-style-type: none"> • Certificate IV in Business Administration or equivalent qualification(s), or equivalent vocational experience in providing administrative or operational support to individuals and/or teams in a similar environment • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working on a station 	<p>Qualification options</p> <ul style="list-style-type: none"> • The Certificate IV in Business Administration or other relevant qualification(s) or equivalent vocational experience can lead to other roles. The preferred pathway for candidates considering a Certificate IV in Business Administration include: <ul style="list-style-type: none"> – Certificate III in Business Administration or other relevant qualification(s) or <ul style="list-style-type: none"> – vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification. • Examples of job roles for candidates seeking entry based on their vocational experience include: <ul style="list-style-type: none"> – accounts receivable clerk – accounts payable clerk – clerk – data entry operator – junior personal assistant – medical records officer – receptionist – office administration assistant – office administrator – word processing operator. • After achieving this qualification, candidates may undertake a Diploma of Business Administration. <p>Career pathways</p> <ul style="list-style-type: none"> • There is no further direct career path on-station. • The administration manager is qualified and experienced to pursue roles, particularly in the agricultural sector, such as: <ul style="list-style-type: none"> – accounts supervisor – executive personal assistant – office administrator – project assistant.
Administration officer level 3	<ul style="list-style-type: none"> • Certificate III in Business Administration or equivalent vocational experience • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working on a station 	<p>Qualification options</p> <ul style="list-style-type: none"> • The pathway from the Certificate III in Business Administration qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgement. They may provide technical advice and support to a team. The pathway from this qualification is a Certificate IV in Business Administration or a range of other Certificate IV qualifications. <p>Career pathways</p> <ul style="list-style-type: none"> • The administration officer level 3 is qualified and experienced to pursue off-station roles, particularly in the agricultural sector, such as: <ul style="list-style-type: none"> – accounts receivable clerk – accounts payable clerk – clerk – data entry operator – junior personal assistant – receptionist – office administration assistant – office administrator – word processing operator.

(Continued)

Table 11 Career pathways for the administration stream (continued)

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Administration officer level 2	<ul style="list-style-type: none"> • Certificate II in Business or equivalent vocational experience • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working on a station • 	<p>Qualification options</p> <ul style="list-style-type: none"> • The pathway from the Certificate II in Business or equivalent vocational experience reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies of this role may create eligibility to progress to the role of administration officer level 3 and then to progress to the role of the administration manager in the agricultural sector. • The administration officer level 2 is qualified and experienced to pursue off-station roles, particularly in the agricultural sector, such as: <ul style="list-style-type: none"> – administration assistant – clerical worker – data entry operator – information desk clerk – office junior – receptionist. • The role can be used to gain hands-on station experience before undertaking agricultural studies at any level.
Administration officer level 1	<ul style="list-style-type: none"> • No mandatory entry requirement • Little or no experience required; on-the-job training provided • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working on a station 	<p>Qualifications options</p> <ul style="list-style-type: none"> • No qualifications required. The qualification pathway from this position is to undertake a Certificate II in Business. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of competencies of this role may create eligibility to progress to the roles of administration officer levels 2 and 3, and then to the role of administration manager in the agricultural sector. • Can be used to gain hands-on station experience before undertaking agricultural studies at any level.

Table 12 Career pathways for the station operations stream

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Handyperson or gardener	<ul style="list-style-type: none"> • Demonstrated experience as a handyperson or gardener, preferably within a station environment • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Trade qualification in a relevant area such as carpentry or landscaping 	<p>Qualification options</p> <ul style="list-style-type: none"> • No dedicated qualifications are required to enter the role although a relevant trade qualification is an advantage. Often progress is driven by vocational experience rather than formal qualifications. <p>Career pathways</p> <ul style="list-style-type: none"> • There is no further direct career path on-station. • The experience attained while in the role of handyperson or gardener will provide the vocational experience to be a competitive candidate for similar roles off-station.
Home tutor—qualified teacher	<ul style="list-style-type: none"> • Bachelor of Education • First aid certificate • Drivers licence • Police check • Working with children check or relevant state equivalent • Demonstrated ability to relate well to children • Demonstrated level C competencies (see Table 4) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience as a teacher or tutor, preferably on a station 	<p>Qualification options</p> <ul style="list-style-type: none"> • Bachelor of Education or equivalent • Current registration as a teacher in Queensland <p>Career pathways</p> <ul style="list-style-type: none"> • There is no further direct career path on-station. • The experience attained while in the role of home tutor—qualified teacher will provide the vocational experience to be a competitive candidate for similar off-station roles, including those in traditional schools.
Home tutor	<ul style="list-style-type: none"> • Queensland Certificate of Education or equivalent • First aid certificate • Drivers licence • Police check • Working with children check or relevant state equivalent • Demonstrated ability to relate well to children • Demonstrated level D competencies (see Table 5) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience as a tutor, preferably on a station 	<p>Qualification options</p> <ul style="list-style-type: none"> • No dedicated qualifications are required but individuals may explore certificate or degree training depending on eventual interest. • The experience attained will also contribute to recognition of prior learning to support access to qualifications such as Certificate III in Education Support Release 2. • The role can provide on-station experience before undertaking agricultural studies at any level. <p>Career pathways</p> <ul style="list-style-type: none"> • Achievement of a teaching degree may create eligibility to the role of home tutor—qualified teacher. • The experience attained while in the role of home tutor will contribute to vocational experience to enhance access to roles such as: <ul style="list-style-type: none"> – teacher aide – teacher assistant – education assistant – education support worker – support worker (assisting children with disabilities) – learning support assistant – home tutor—qualified teacher.

(Continued)

Table 12 Career pathways for the station operations stream (continued)

On-station role	Qualifications and career pathway to enter on-station role	Further qualification options and career pathways
Station or stock camp cook	<p>Level 3</p> <ul style="list-style-type: none"> • Demonstrated capability to undertake station or camp cook responsibilities for 6 or more staff • Demonstrated level D competencies (see Table 5) <p>Level 2</p> <ul style="list-style-type: none"> • Demonstrated capability to undertake station or camp cook responsibilities for 2–5 (or more) staff • Demonstrated level D competencies (see Table 5) <p>Level 1</p> <ul style="list-style-type: none"> • Entry level—no qualifications or experience required; willingness to learn and develop competencies on the job • Demonstrated level D competencies (see Table 5) <p>Desirable (all levels)</p> <ul style="list-style-type: none"> • Certificate II in Kitchen Operations or equivalent 	<p>Qualification options</p> <ul style="list-style-type: none"> • No dedicated qualifications are required to enter the role. A willingness to learn and develop competencies on the job will enable on-station career progression. • Completion of Certificate II in Kitchen Operations Release 2 complements the on-station experience and will enhance career progression. Individuals may enter Certificate II in Kitchen Operations with limited or no vocational experience and without a relevant lower level qualification. This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias, coffee shops and institutions such as aged-care facilities, hospitals, prisons and schools. Possible job titles include: <ul style="list-style-type: none"> – breakfast cook – catering assistant – fast-food cook – sandwich hand – take-away cook. • This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills. They are involved in mainly routine and repetitive tasks and work under direct supervision. • This qualification is suitable for VET in Schools (VETiS) delivery and for an Australian apprenticeship pathway. • After achieving Certificate II in Kitchen Operations, individuals can progress to Certificate III qualifications in commercial cookery, patisserie and catering operations. The Certificate II qualification does not reflect the skills required by commercial cooks. Those skills are reflected in Certificate III in Commercial Cookery. <p>Career pathways</p> <ul style="list-style-type: none"> • There is no further direct career path on-station once the highest level has been achieved. • The experience attained while in the role provides vocational experience to pursue similar roles off-station such as a kitchen hand, commercial cook, professional cookery assistant and supervisor/manager in a venue with a food and beverage focus.

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