

Schedule 1:



ASHBURTON
ABORIGINAL
CORPORATION

Job Description Pastoral Manager

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|---------------------------|---|-------------|--|
| POSITION | Pastoral Operations Manager | | |
| DIVISION | Ashmulla Pastoral Company | | |
| LOCATION | TBA | REPORTS TO | |
| STATUS | | PRIMARY HRS | |
| DIRECT REPORT | | | |
| PERFORMANCE MANAGEMENT | 3 month : Probation Review | | |
| | 6 months : Progress Review | | |
| | 12 months : Annual Performance Review | | |
| | The Performance Management System provides the platform to measure employee progress, including the following: <ul style="list-style-type: none">• Individual Performance & Training Plan• Half yearly Informal Review• Annual Performance Appraisals | | |

POSITION OVERVIEW AND FRAMEWORK

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

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

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

In order to do this AAC:

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

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

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

Ashmulla Pastoral Company (Key Focus Area 2 – Enterprise)

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

Each of the stations have a different focus:

Peedamulla Station – Located near Onslow in the West Pilbara, is subleased from Jundaru Aboriginal Corporation is the main breeding property. With new infrastructure to assist in a sustainable management of the property and producing quality cattle for markets and stocking other properties. Peedamulla is also home to the residential training facility to support

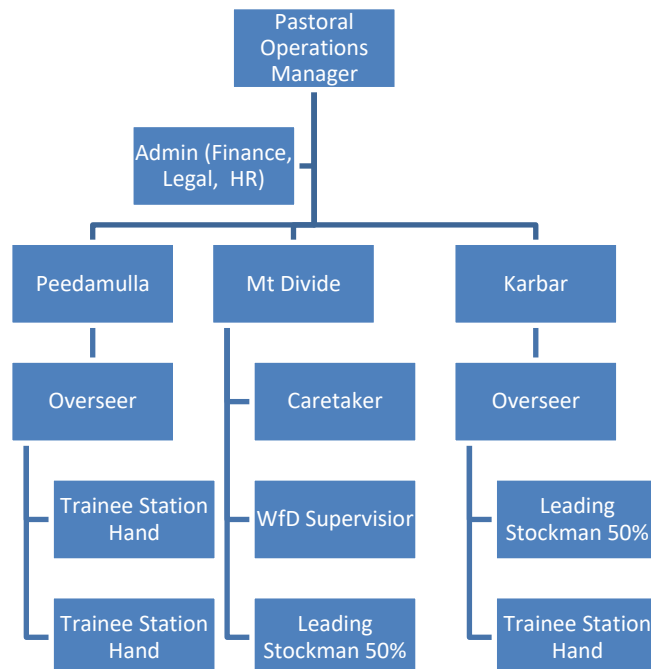
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employment outcome for jobseekers looking for work in the pastoral industry. This property will transition its management back to Jundaru in 2018 so a large focus is staff development.

Mt Divide Station – Located in the East Pilbara north of Newman, is subleased from the Irrungadji Group Association and is a new addition to the Ashmulla properties. Mt Divide will be the home to a work for the dole program and after many years of neglect will development of infrastructure will be the main focuses. Development of the livestock herd will begin in 2016.

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

PASTORAL DIVISION STRUCTURE





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PROFILE CRITERIA

Essential

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

Desired

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



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POSITION RESPONSIBILITIES

Obligations of the Pastoral Manager

Key Focus Area 2 – Enterprise

Key Result Area 1 – Service

- Develop station work plans
- Adherence to policy
- Controlling budgets
- Oversee stations procurement in line with budgets
- Explore and apply for funding
- Review Station Staff Contracts
- Report to statutory bodies
- Adhere to AAC policy and procedures
- Monitor Asset movements
- Oversee planned musters and cattle sale

Quality, Finance and Administration

- In conjunction with Finance and Station Overseers, Build an understanding of cost of production, risk management, budgets and cost benefit analysis.
- In conjunction with Finance and Station Overseers, review financial performance and livestock transactions regularly to ensure profitability, using sale feedback and kill data
- Record accurate stock numbers for the company’s livestock information system

Key Result Area 2 - Leadership

- Develop all station staff as a Team
- Development and build networks
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Key Result Area 3 - Innovation

Rangelands

- Assist station overseers to understand the environmental and natural resources issues that need to be complied with.

Development

- Explore and engage in new ventures and possibilities to plan and develop enterprise on the stations.

Key Result Area 4 - Sustainability

In alignment with AAC vision and mission, plan, develop, schedule, implement and record strategies to continuously improved effective and efficient operations

People & Safety

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

ADDITIONAL INFORMATION



ASHBURTON
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Housing

- TBA

Other

- Work vehicle TBA
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Employment Acknowledgement and Agreement

I acknowledge and agree that I have read, understood and accept the above position description as part of the terms and conditions of my employment with Ashburton Aboriginal Corporation. I further understand the position description is designed to provide a general understand of the role and may encompass additional responsibilities within my experience in order to meet the organisational objectives.

PRINTED NAME

SIGNATURE

DATE

AUTHORISED AAC MANAGER

SIGNATURE

DATE