



Schedule A

Position Description

Title	Assistant Quarantine Manager	Date PD Updated	Oct 2022
Location	Wagga Wagga, NSW, Australia		
Reporting Manager	Quarantine Farm Manager	Approved:	Operations Manager
Accepted by Employee:		Signed	

1. PD Introduction

This position description describes all the important features of the job that will, in particular, enable specific objectives of the organisation to be achieved. The attributes of the person able to perform this job are described in the person specification.

To Assist in the operation of the Wagga Wagga Quarantine Farm in a manner such that imports of Aviagen Great Grand Parent eggs or other authorised imports of avian eggs are successfully hatched and chicks reared through the quarantine period in accordance with DAFF (Department of Agriculture, Fisheries and Forestry) and Aviagen specifications.

This position is required to respond to alarms, and be on call when rostered outside of work hours.

1.2 Background

Aviagen is the world's leading poultry breeding company, developing pedigree lines for the production of broiler chickens and turkeys and has a number of wholly owned operations and joint ventures around the world. Aviagen Australia Pty Ltd is part of this exciting company.

The Wagga Wagga Quarantine Farm is the beginning of Aviagen Australia operations and vital as it is responsible for the care and quarantine of imported eggs from our international suppliers. Overseeing the livestock for the quarantine period requires the care and incubation of eggs, hatching and rearing of birds until the completion of the quarantine period (currently 13 weeks).

1.3 Major Challenges

Describe the most difficult types of problems or the major challenges for this role.

- i) Meeting DAFF requirements – farm preparation & completing quarantine.
- ii) Compliance with DAFF Standards Approved Arrangements 7:10 and Import permits conditions
- iii) Rearing birds to meet number, CV 's & cost standards.
- iv) Working in an isolated environment.
- v) Efficient cleanout & turnaround to meet tight time frames
- vi) Manage Bio Security of site to company standards
- vii) Effective management of stock in order to achieve Aviagen quarantine standards.
- viii) Stepping up in the Farm Managers absence

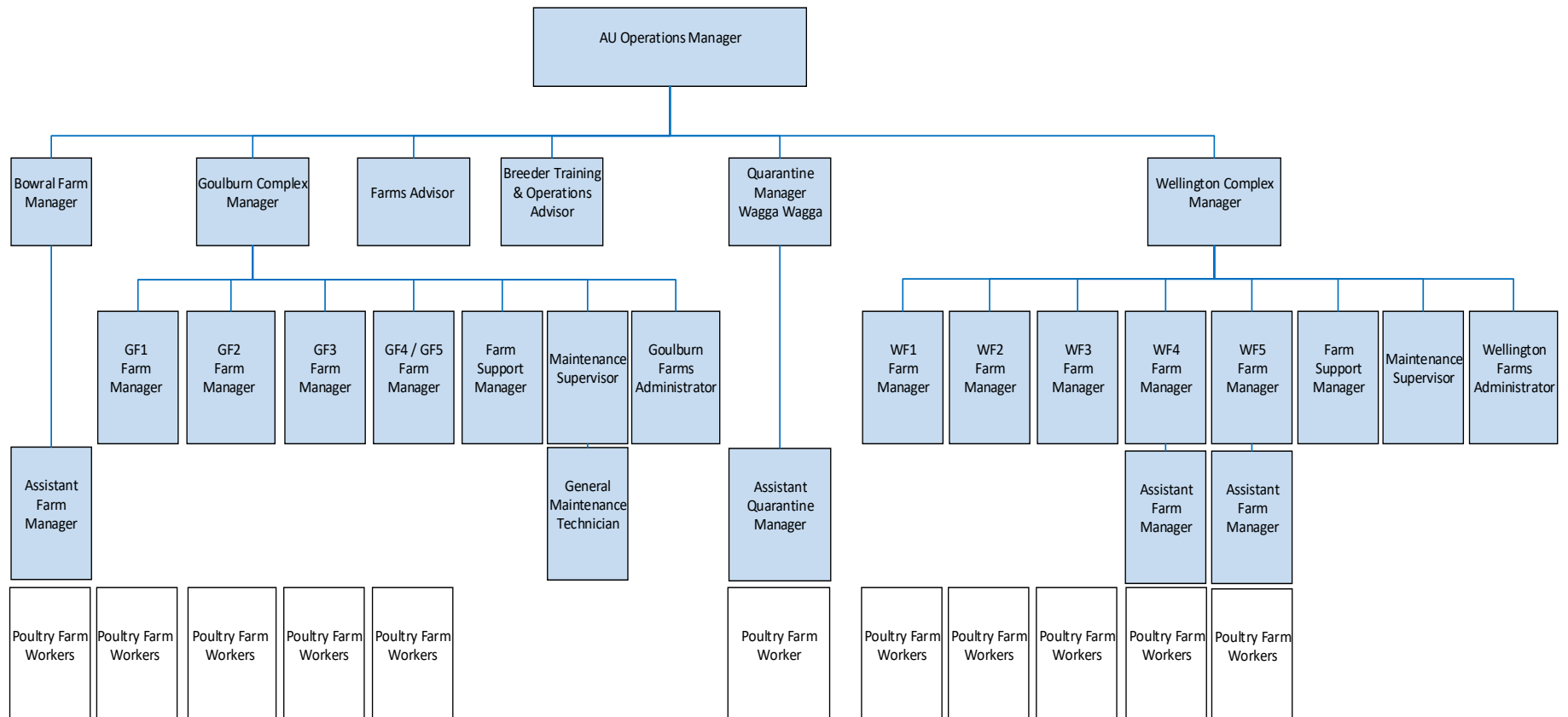
1.4 Decision Making Authority

Describe the authority permitted to this position by indicating which decisions are expected to be made and which are expected to be recommended.

Decisions Expected ONCE deemed competent	Recommendations Expected
All decisions on site and stock management in Managers absence	Feed increases, notification of concerns with flock health
Staff, rostering, training and development, assessment & performance management	Develop rosters and ensure staffs are competent in tasks.
Repairs & Maintenance issues to be reporting and assisting with R&M implementation	Carry out minor repairs and maintenance on site
Maintaining a safe working environment	Changes to conditions of sheds/birds

1.5 Structure

Current structure;



1.6 Major Responsibility Areas

In the boxes below, list a series of brief statements in each box which describe what is to be done and how it should be done (Major Action), how much time you devote to it (% of Total Job); why you do it (Expected End Result); and how you can tell whether you have done it (Ways to Measure Accomplishments). In the left column, rank the statements from most (1 being most important) to least important.

Ranking	Major Actions (What you do and how you do it?)	% of Total Job	Expected End Result (Why do you do it?)	Ways to Measure Accomplishments (How you can tell you have done it?)
1	Stock Management as directed by reporting Manager: - Production levels - Hatchability - Bodyweight - Depletion - Ensure no miss sexes - Feed ordering - Vaccination programme - Mortality Standards - Strain security	50	- Rearing flocks to standard cv% and bodyweight to achieve production standards - Feed usage to meet production and growth standards	- Achieve Aviagen standards - Budgeted rearing targets - Early dead to standard
2	Staff leadership as directed by reporting Manager: - Monthly rosters - Development of Leading Hand - Develop, train & assess competency of staff - Input into the Recruitment process - Input into the Discipline/performance management process where required	10	- Have sufficient and competent staff on a daily basis. - Succession plans in place. - Staff skill utilisation.	- Accurate reporting of performance data. - Fostering a 'team' based work environment - Staff turnover - Auditing competence of staff skills
2=	Carrying out GGP, Biosecurity, Health and Safety focused audits as directed	2	Identifying areas on concern to be addressed	Audits completed in line with plan
3	Facilitate Maintenance at the direction of Manager; ensuring strong liaison with Farm Maintenance Worker regarding: - Cleanout standards - Contractors - Shed services - R&M reports & cleanout	20	- Provide environment for stock and staff - Maintain biosecurity - Buildings & plant in optimum condition subject to resource availability	- Cleanout standards / audits - Hygiene survey results
4	Control of costs, including taking part in budget controls process	5	Breeder and maintenance costs to budget.	Monthly actual vs. forecast
5	Biosecurity: Meetings Issues Staff training	5.5	Implement ongoing strategies to manage disease issues and salmonella levels Strain security maintained	Management strategies implemented & audited with improving results Minimise positive results Staff competent & committed
6	Promote Health & Safety by; - providing H&S orientation and training to all employees - ensuring that employee-job match meets H&S criteria - discussing H&S with staff on a regular basis - initiating and co-ordinating investigations of serious harm and/or critical incidents - reviewing all new equipment, process modifications or chemicals prior to introduction for H&S concerns - ensuring the employee and environmental health monitoring requirements are met	5.5	Improve company's Health & Safety performance Contribute to maintenance of core health and safety compliance systems including employee involvement	Health & Safety targets met Daily weekly monthly compliance targets are met
7	Reporting for farm (utilising data entry and computer skills) as directed	2	Accurate reporting	Data provided on time and in an accurate manner

1.7 Working Relationships

Most Frequent Contacts	Nature or Purpose
Internal:	
▪ Company Vet	▪ Technical assistance
▪ Receiving Farm Managers	▪ Plan bird transfers
▪ Hatchery Manager	▪ Training and Vaccine Supply
▪ Goulburn Office Colleagues	▪ Human Resourcing, Work Health and Safety, Finance
External:	
▪ DAFF – Veterinary Officer	▪ Flock Health, Biosecurity and Sample collections
▪ DAFF – Avian Imports	▪ Import Permits, Auditing, Flock Health
▪ Australian Centre Disease Preparedness (CSIRO)	▪ Sample Submission
▪ Suppliers – Feed mill, Bedding, Chemical, Couriers etc	▪ Ordering Stock, Inventory Control, arranging deliveries and dispatch of goods
▪ Contractors	▪ R&M, bird catching/transportation

2. Person Specification Introduction

This person specification describes the attributes of a person most suited to carry out the job described in the attached Position Description. Departure from this specification may result in less than optimal performance and consideration should be given to resolving identified shortfalls.

Skills & Experience

Essential:

- Knowledge and understanding of the Animal Welfare codes
- Very good knowledge of animal husbandry practices and animal health issues
- Understanding of equipment and environmental management
- Skills in flock husbandry, incubation and animal health issues
- Self-motivation and organisation
- Ability to organise & carry out maintenance both individually and in conjunction with contractors.
- Knowledge and understanding of Work Health & Safety
- Effective communicator, verbal and written (reporting)
- Good manual skills (at times can be a very physical job)
- Ability to work independently
- Work in partnership with people at all levels in an organisation.
- Car Driving License

Desirable:

- Formal education in Agriculture/ Animal Husbandry to Diploma or Degree level
- At least 5 years' experience within the industry in poultry production and/or rearing operations and/or Hatchery operations
- Cost / Budget Management
- Time Management Skills