

Position Description

Job title	Livestock Project Manager (Maximum Term Full Time – 2 Years)
Division	Livestock
Reports to	Livestock Manager

Summary

The focus of the Livestock Project Manager is to work with the Livestock Manager and lead the VFF Stock Sense industry funded extension team to deliver animal health and biosecurity information to Victorian sheep, cattle and goat producers including peri-urban landholders.

Delivering a number of projects, the team provides information through events, publications and online content to help producers and livestock owners adopt animal health and production practices that improve profitability, animal welfare and Victoria's biosecurity status. Topics include:

- biosecurity practices at a livestock enterprise and industry level
- managing the risk of diseases, pests and weeds being introduced or spreading on-farm
- livestock traceability and industry assurance programs
- animal welfare standards and guidelines
- responsible and productive livestock management
- emergency response planning.

The role will be responsible for managing delivery of projects in-line with milestones and budget, maintaining a strategic approach and efficiently using the resources available to benefit Victorian livestock producers, using existing networks to help deliver project outcomes, motivating and guiding employees, and reporting to funding bodies.

Key duties and responsibilities

- a) Manage project delivery, providing strategic direction to ensure aims and objectives are met, and effective and efficient delivery in-line with milestones and budgets.
- b) Oversee development and delivery of project communications, branding and other outputs in-line with key messaging and a contemporary communication style.
- c) Be responsible for successful planning of events and workshops for producers and livestock owners, including using networks to develop relevant programs and brief speakers on local issues or topics while linking with state and national R&D.

- d) Maintain stakeholder and industry networks including government departments, industry organisations, research and technical experts, supply chain and livestock producers to support project delivery.
- e) Ensure effective project evaluation, adoption of feedback and continuous improvement in project delivery.
- f) Complete reporting and provide information to funding bodies and other key stakeholders.
- g) Facilitate reference group and stakeholder meetings.
- h) Supervise the extension team, prioritising activities, managing resources, task delivery and ensuring a positive working environment across multiple locations.
- i) Attend industry forums and meetings where appropriate.
- j) Represent and reflect the VFF organisation values at all times.
- k) Other duties as directed by the Livestock Manager.

A commitment to the VFF values is required at all times by VFF Employees:

United	One voice, one team, one dream
Effective	Delivering on a clear strategy, clear goals and outcomes and communicating them
Professional	Treat others with respect, accountable, calm, skilled, honest, competent, positive, authentic, dedicated.
Connected	Collaborate across the organization, in touch with our members, their issues and needs, strong, clear networks with relevant external organisations
Innovative	Adaptable, modern, applying ideas across commodities, teams and members

Supervisory responsibilities

This role generally carries responsibility for supervising staff.

Key selection criteria

Experience and qualifications

- Relevant tertiary qualifications in agriculture, communications or project management, combined with documented experience in a similar capacity.

Competencies

- Ability to successfully manage multiple projects, delivering milestones on-time, in budget, and completing strategic project planning, evaluation and reporting.
- Knowledge of livestock production systems with a focus on animal health, welfare and biosecurity and being well informed about related livestock industry issues.
- Application of extension and adoption best practice.
- Excellent contemporary communication skills to oversee scientific and technical information

reformatted for delivery to farmers, landowners and other stakeholders through traditional and online channels.

- Demonstrated experience managing and motivating a team to excel and deliver beyond expectations.
- Experience liaising with livestock producers, government other stakeholders in the agricultural sector, including high level stakeholder meeting facilitation skills.
- Autonomy and highly motivated to deliver industry funded project objectives.
- Competency using of Microsoft Office.
- Ability to maintain confidentiality and trust as this role may involve the handling of confidential and sensitive information.
- A current Australian Drivers Licence and flexibility as the role involves some regional travel and overnight stays.
- Willingness to support the mission and core values of the VFF.

Occupational Health and Safety

Duties of employees

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interests of workplace health and safety.
- Undertaking any training provided in relation to OHS.
- Immediately reporting all matters which may affect workplace health and safety to their supervisor.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

Employee (print name)

Employee Signature

Date: _____

Employer/Supervisor/Manager (print name)

Employer/Supervisor/Manager Signature

Date: _____

