

Position Description

Job Title	Livestock Project Officer (Maximum Term Full Time - Two years)
Division	Livestock
Reports to	Livestock Project Manager

Summary

The focus of the Livestock Project Officer position is to work with the Livestock Project Manager and extension team to deliver animal health and biosecurity information to Victorian sheep, cattle and goat producers including peri-urban landholders.

Delivering a number of industry funded 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 an 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 extension role will contribute to a range of project activities. This includes programming and facilitation of events, curating, preparing and distributing relevant and timely industry material, and maintaining a point of contact through the industry funded extension team VFF Stock Sense.

Key Duties and Responsibilities

- a) Promote the awareness to help with the adoption of animal health, welfare and biosecurity practices and procedures.

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- b) Contribute to the programming and facilitation of events and workshops for producers and industry stakeholders, including using networks to develop relevant programs and brief speakers on local issues or topics.
 - c) Be well informed about issues in the livestock industries with a focus on animal health, welfare and biosecurity and proactively source and prepare information for communication to livestock owners.
 - d) Liaise with and maintain networks in the livestock industry including with Government departments, industry organisations, researchers and technical experts, the supply chain and livestock producers to support the delivery of industry funded projects.
 - e) Curate content for delivery across digital and traditional communication channels including Facebook, Twitter, website, quarterly e-news, articles, fact sheets.
 - f) Help grow the online presence and delivery of animal health, welfare and biosecurity information.
 - g) Attend industry forums where appropriate and industry meetings as directed.
 - h) Represent and reflect the VFF organisational core values at all times.
 - i) Other duties as directed by the Livestock Project 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

Supervisory Responsibilities

This role generally carries no responsibility for supervising staff.

Key Selection Criteria

Experience and qualifications

- Relevant tertiary qualifications or experience in agriculture or livestock production systems.

Competencies

- Excellent oral and written skills to communicate scientific and technical information in plain English to farmers and other industry representatives, including delivering presentations and facilitating events in an engaging manner.

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- Awareness of livestock production systems with a focus on animal health, welfare and biosecurity.
 - Experience liaising with livestock owners, Government, industry stakeholders and members of the agricultural sector on issues relating to farmers.
 - Strong organisational and planning skills, attention to detail and the ability to prioritise tasks.
 - Ability to work independently as well as being a supportive and contributing member of a team that's motivated to deliver the project objectives.
 - Competency using Microsoft Office programs.
 - Willingness to support the mission and core values of the VFF.
 - As this role involves the handling of confidential and sensitive information, the ability to maintain confidentiality and trust within the VFF is a requirement.
 - The role involves some regional travel and overnight stays, so a current Australian Drivers Licence and flexibility is required.

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: _____

