POSITION DESCRIPTION

Saleyards Hand

SOUTHERN LIMESTONE COAST COUNCIL

POSITION	Saleyards Hand
AWARD	Local Government Employees (SA) Award
CLASSIFICATION	Grade 2
EMPLOYMENT TYPE	Casual
DEPARTMENT	Saleyards
REPORTS TO	Team Leader, Saleyards
EXTENT OF AUTHORITY	Authority to work within scope of position

POSITION OBJECTIVE

The Casual Saleyards Hand supports the efficient operation of the Council's saleyards by undertaking livestock handling, facility maintenance, cleaning and customer service duties. The role assists in providing a safe, compliant and professional environment for livestock vendors, buyers, agents, transport operators and visitors.

KEY RESULT AREAS

AREA	**DUTIES**
General tasks	Under supervision: • Undertake hosing down of yards • Assist with yard sale infrastructure and grounds maintenance • Assist with the receiving, drafting, penning, and moving livestock • Comply with directions that ensure the health and welfare of livestock • Carry out store duties • Complete clerical and reporting duties as directed • Ensure a high standard of customer service is provided when interacting with agents, customers, and others on site. • Report any injured livestock to the Saleyards Team Leader or Manager. • Other duties associated with the area of operation as required

EMPLOYEE RESPONSIBILITIES

Records Management	Ensure all documents are recorded in accordance with Council's Records Management Policy (ADMPOL04).
Training	Actively participate in mandatory and discretionary training and development activities to support individual performance, legislative compliance and organisational objectives.
Risk Management	Understand and follow the Council's risk management policies and procedures. Take reasonable steps to identify and report risks in your work area, and support actions that help reduce or manage those risks. Everyone has a role in helping keep the Council safe, effective, efficient and resilient.

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Injury Management	Promptly seek appropriate treatment for work-related injuries or illnesses and actively participate in return-to-work and rehabilitation programs, including complying with medical advice and undertaking suitable duties where required.
Policies and Procedures	Maintain a thorough understanding of and comply with all relevant Council policies, procedures, guidelines and legislative requirements.
Stakeholder Engagement	Build and maintain positive relationships with internal and external stakeholders, deliver high-quality customer service, and promote a positive and professional image of Council in all interactions.
WHS	• Follow all WHS policies, procedures and regulations specific to Council's workplaces and work activities. • Adhere to safety instructions provided by supervisors and WHS Officers. • Model positive behaviours, so that your own or other worker's safety is not compromised by your actions or omissions. • Proactively contribute to safety improvements (e.g. actively engaging in consultative processes, volunteering for safety roles such as HSR, first aider, warden, etc., proactively identifying, communicating and resolving hazards, (including actively participating in task risk assessments and other allocated WHSMS tasks or activities.)
KNOWLEDGE, SKILLS, AND QUALIFICATIONS	
Qualifications	• Secondary education in Agriculture or similar is desirable.
Licences	• Current class C drivers' licence
Knowledge	• Low stress stock handling knowledge or willingness to obtain. • Basic math, literacy, and IT skills. • Basic understanding of WHS requirements.
Skills	• Experience or interest in stock handling/droving or farming is desirable. • Can comfortably follow policies and procedures. • Ability to work outdoors in a physically demanding role.
Value Expectations	Employees are expected to embrace and demonstrate Council's values in all aspects of their work.

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Value	Descriptive Statement	Core Behaviours
UNIFIED	We are promoters of our council and are one team, operating with shared responsibility and ownership for the greater good of our Community.	One team Responsibility Ownership
CARE	We value all people, we are considerate and encourage compassionate relationships, communicating respectfully.	Considerate Compassionate Respectfully
HONESTY	We display integrity in all that we do, we are fair and truthful to each other and deliver to our Community by valuing the rules, regulations and standards, for our environment and each other.	Integrity Fair Truthful
SUPPORT	We are loyal, resilient and support each other to deliver a quality professional, adaptable and efficient service, and we celebrate our achievements.	Loyal Resilient Professional
HAPPINESS	We create an environment for each other and our Community that improves our well-being, is fun and fosters meaningful relationships that represents our family spirit.	Well-being Fun Meaningful relationships

NOTE:

This position description has been designed to indicate the general nature and level of work performed by employees in this position and classification. It is not designed to contain or be interpreted as a comprehensive list of all duties, tasks and responsibilities required of employees assigned to the role.

Incumbent Acknowledgement	**Responsible Manager Acknowledgement**
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____