



Position: WA Lifetime Ewe Management and Sheep Industry Events Coordinator

Location: Western Australia, Location negotiable

Value Range: \$70,000 - \$90,000 pa

Reports to: Lifetime Ewe Management (LTEM) Program Leader &
Sheep Industry Business Innovation Project Manager

Tenure: Full time position, fixed term opportunity for 16 months

Overview

This full time position is comprised of two separate roles, each of 0.5FTE (2.5 days a week). The roles are:

- a) WA Lifetime Ewe Management Coordinator
- b) WA Sheep Industry Events Coordinator

Each role has different requirements and deliverables but there is synergy between these roles, which has seen them being combined into one position. In this document, each role will be discussed separately but one set of key selection criteria will be outlined.

Component A) WA Lifetime Ewe Management Coordinator

Background:

The Lifetime Ewe Management (LTEM) program has been one of the most successful sheep production training programs in Australia. To date more than 2,700 sheep producers across Australia, representing a quarter of the national ewe flock has participated in LTEM, since the program began in 2008. A recent evaluation of LTEM has shown up to a 14% increase in average weaning numbers for pre to post LTEM. This has been accompanied by increased wool production, reduced ewe and lamb deaths and an improvement in the flock health.

The national implementation of the LTEM training program is managed by RiST, based in Hamilton Victoria. In 2016, Australian Wool Innovation (AWI) renewed the contract with RiST to provide funding support for an additional 1500 woolgrowers at the national level, which will see the program supported by AWI through to mid-2019. In WA, the Sheep Industry Business Innovation project (SIBI), supported by Royalties for Regions, is focussed on increasing the producer participation in the LTEM program over the next 18 months and is dedicating funding to support new group formation.

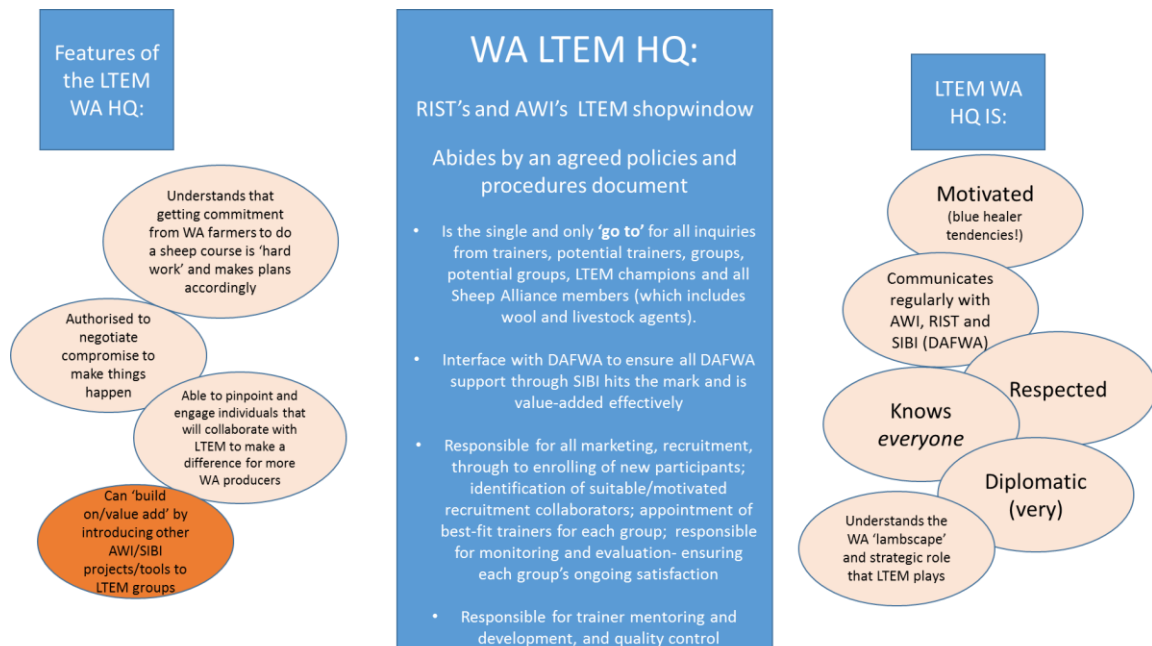
Following a review of LTEM in WA, RIST, SIBI and AWI have determined that the appointment of a coordinator in WA, dedicated to the support new group formation and championing of the LTEM program will be best placed to assist achieve program uptake.

Job Description

The role is to provide a clear entry point for those interested in LTEM in WA. The Program Coordinator will be required to work closely with the LTEM Program Leader, the LTEM team, the RIST Systems Operations, trainers and participants to achieve this goal. The position will be 0.5FTE or half-time (37.5 hours per fortnight) and starts in July 2017 and concludes on 31 October 2018.

The Program Coordinator will be required to perform the following duties:

1. Manage the recruitment activities required including identifying and working with key collaborators who have strong networks in the sheep industry and are actively seeking participants in their areas.
2. Provide a single point of contact for potential LTEM participants and provide a linkage service for group formation to achieve the target of 300 WA producers completing the LTEM course between January 2017 and October 2019.
3. Manage the public relations for LTEM in WA including developing promotional materials, media releases, identifying case studies in liaison with RIST and AWI.
4. Provide a single point of contact for trainers and facilitate the support and mentoring programs required for effective delivery of the program in conjunction with the RIST National LTEM Leader.
5. Liaise with the management committee and provide feedback on progress and issues as they arise.
6. Use the RIST contacts database to determine gaps, potential areas for recruitment and provide a personal initial contact for new recruits.
7. Manage the SIBI related invoices and payments for trainers and pregnancy scanners and forward to SIBI. All trainer invoices / session reports are managed by RIST.
8. Provide assistance and support to other staff/trainers involved in the delivery or coordination of the LTEM program as required from time to time.
9. Ensure that all activities undertaken meet the contractual obligations of the LTEM program.
10. Works as a team member.
11. Operates in a professional manner and in accordance with RIST policies.



Reporting Relationships

The position will report directly to the LTEM Program Leader, Dr Kirsty Kennedy, and will have access to the WA database of contacts, enrolments and available trainers. RIST will provide direct support and management of this role.

The role will be overseen by the management committee which includes Bill Hamill and Kirsty Kennedy (RIST), Neil Judd and Mark Scott (AWI) and Bruce Mullan and Mandy Curnow (SIBI - DAFWA) and meets bi-monthly. The day to day contact and management will be via DAFWA and the position will be based in a DAFWA regional office as appropriate.

Work Structure

The position will be 0.5FTE or half-time (37.5 hours per fortnight) and will include all salary costs, professional insurance, and reimbursement of travel costs. The employee will be responsible for providing their own car for use but will be reimbursed at the ATO mileage rate.

Costs such as production/printing of promotional material, events and training support will be covered by the positions budget managed by RIST.

The role starts in July 2017 and concludes on 31 October 2018. It is expected that there will be work outside of office hours particularly when contacting participants or potential participants and collaborators.

Component B) SIBI on-farm events coordinator – Western Australia

Background:

The Department of Agriculture and Food, Western Australia (DAFWA) leads a project "Sheep Industry Business Innovation (SIBI) that supports the sheep industry to capitalise on

growing markets for sheep products. The overall goal for the Western Australian sheep industry is to be sustainable, internationally competitive and grow in value in to the future.

This involves increasing business and technical skills of producers and processors in order to maximise their business' efficiency, productivity and profitability to supply new value chains.

The outcomes of SIBI are:



Two key objectives are

- To increase the on-farm productivity of market-preferred products, through better genetic selection and higher stocking and reproductive rates.
- To improve business performance by improving farm business and production skills.

SIBI will achieve these through a number of activities including supporting the participation of sheep producers in:

- Lifetime Ewe Management (LTEM) and other training events such as Ram Select and What Killed My Lamb workshops
- The Lamb Survival Initiative which is a key SIBI-led program and is seen as a key feeder activity to LTEM.
- Flagship events and industry training along the value chain.

Job Description

The SIBI on-farm Program Coordinator will work closely with the SIBI team to ensure the successful delivery of SIBI's activities within the state. Producer, service provider and local industry networks will be crucial to the successful delivery.

This role is to provide:

- Support to SIBI and it's activities especially on enhancing participation, understanding of SIBI key messages,
- Provide support to SIBI's flagship events such as Sheep Updates, Value Chain – Walk the Chain workshops and residentials.
- Be the key contact for SIBI with grower groups and other industry stakeholders within the state to facilitate successful events and training opportunities. This includes

- developing and delivering strategic feeder activities in collaboration with Grower groups. Effective local networks and local knowledge will be critical;
- Influence event and activity design to ensure they are high impact and meet SIBI and industry needs.

Reporting Relationships

The position will work closely with SIBI's Project Manager for Increasing Business and Technical Skills, and will interact with SIBI team members on a regular basis. SIBI will provide direct support and management of this role.

The role will be overseen by the management committee which includes Bill Hamill and Kirsty Kennedy (RIST), Mark Judd (AWI) and Bruce Mullan and Mandy Curnow (SIBI - DAFWA) and meets bi-monthly. The day to day contact and management will be via DAFWA and the position will be based in a DAFWA regional office as appropriate.

Work Structure

The position will be 0.5FTE or half-time (37.5 hours per fortnight) and will include all salary costs, office accommodation, operating costs, professional insurance, and reimbursement of travel costs. The employee will be responsible for providing their own car for use but will be reimbursed at the standard rate.

Costs such as production/printing of promotional material, events and training support will be covered by the position's budget managed by RIST.

The role starts in June 2017 and concludes on 31 October 2018. It is expected that there will be work outside of office hours particularly when contacting participants or potential participants and collaborators.

Occupational Health and Safety

RIST's aim is to prevent all work-related illness and injury and to avoid unsafe work environments and practices.

RIST looks after the health, safety and wellbeing of our staff, trainers, students, suppliers, clients and visitors.

You will comply with OHS legislation at all times and strive to be a leader in OHS initiatives and standards within the organization.

This role involves the following essential skills, tasks or duties required to be undertaken which may impact on the health and safety of the employee or others:

- Paddock Walks
- Animal Handling
- Extensive motor vehicle driving
- Office duties involving computer tasks

- Airline travel
- Manual lifting

Quality System

Work collaboratively as a member of a team and contribute to the success of RIST by upholding RIST's commitment to ISO 9001:2015 certification through:

- Initiating actions to prevent service delivery and product quality related problems
- Identify and assist in the resolution of problems related to RIST's Quality System
- Initiate and recommend or provide solutions to the resolution of quality related problems
- Assist in the verification of corrective actions
- Control further actions to prevent the occurrence of further quality related problems

Professional Development

RIST recognises the importance of personal and vocational development and ongoing continual improvement programs for staff and to assist staff in maintaining their Professional Development (PD) obligations RIST will arrange one professional development activity each year which staff must attend. Staff will be consulted on the timing and location of this PD day.

RIST and SIBI may organise additional PD days, where appropriate, for staff members' vocational and personal development.

RIST will retain a schedule of PD programs which staff has undertaken throughout the year.

Qualifications and Experience

- Qualifications in Business/Agriculture
- Strong association with Australian rural communities and agriculture
- Strong understanding of the Western Australian Sheep Industry
- Strong computer literacy in Word and Excel
- Effective team skills
- Hold a current drivers licence
- Be eligible for a Working with Children accreditation

Key Selection Criteria:

Core Criteria:

- 1) Excellent communication skills and ability to form and maintain relationships with a range of stakeholders.
- 2) Background in extension and adoption, with demonstrated experience in network development and relationship management.
- 3) Strong understanding of the WA sheep industry and Lifetime Ewe Management principles.

- 4) Demonstrate an understanding of reporting requirements, and how they are linked to planning and evaluation, and be competent in the use of and application of personal computer technology, and relevant software (e.g. databases, spreadsheets and word processing packages).
- 5) Able to work independently and effectively with limited supervision in a rural environment.

Desirable Criteria:

- 1) Existing sheep industry networks (including producers, service providers, and other industry stakeholders) or the ability to grow and form these quickly.
- 2) Experience in monitoring and evaluation and capacity in meeting M&E requirements.
- 3) Some technical capability and knowledge of livestock production systems

To apply for this position, you need to submit:

- a detailed and current resume.
- a covering letter/statement that demonstrates how your skills and experience relate to the work related requirements of this position as outlined in the JDF and in the context of the job specific details in this advert.

Applicants who do not provide the above mentioned documents may not be considered competitive for further assessment.

Submit applications to: Dr Kirsty Kennedy
National Lifetime Ewe Management Leader
kkennedy@rist.edu.au

Submission of applications will be acknowledged via return email.

Applications close: Monday 3rd July 2017, 12 noon WST