



ASSISTANT FARM MANAGER

Job Description

JDAFM

Position	Assistant Farm Manager
Location	Myrtleford in Victoria or Bushy Park in Tasmania
Reports To	Farm Manager
Reported to By	Farm Supervisors/Foremen and Pellet Plant Supervisor
Position Summary	<p>Support and assist the Farm Manager in overseeing farm operations. You will work together with the Farm Manager and the Agronomic Services Team in developing and executing annual crop production plans, managing and delegating responsibilities among employees, setting goals and guidelines, and establishing budgets and timelines,</p> <p>Success in this role requires the incumbent to work in a consultative, collaborative, and supportive manner to enable actions to be delivered on time and meet production objectives.</p> <p>In the absence of the Farm Manager, this role will assume their duties in monitoring operations to ensure everything runs smoothly and efficiently.</p>
Responsibilities	<p>Work Health & Safety and Quality</p> <ul style="list-style-type: none">• Comply with and promote safety awareness through our Work Health & Safety (WHS), Quality and Hazard Analysis Critical Control Point (HACCP) policies and procedures.• Supervise employees to ensure compliance with these requirements.• As a key member of the farm WHS and Quality Team attend farm meetings and assist with executing planned actions arising.• Issue work permits, produce risk assessments and job safety analysis documents and assist employees with these documents, participate in quality and safety audits and inspections.• Identify and report safety and quality non-conformances according to procedures. <p>Crop Production</p> <ul style="list-style-type: none">• Assist with planning, coordinating, and monitoring key crop production activities, including framework maintenance, weed and vine control, fertiliser applications, spraying, and irrigation operation.• Liaise with employees and management to ensure crop production activities take place on time and are documented as required. These activities relate to:<ol style="list-style-type: none">1. Stringing – achieving the correct number of strings and patterns.2. Fertiliser applications – applying correct amounts, timing, and type.3. Herbicide and miticide applications – ensuring accurate timing and rates.4. Irrigation – repairs, monitoring, and scheduling.• When required, help co-ordinate the sharing of tools, plant, and equipment between farm groups.• Assist the Farm Manager coordinate crop monitoring for weed and pest pressure and prioritising the required spraying in response.



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Supervision of Employees

- Support farm supervisors in their supervision of casual employees during stringing, training, and harvest.
- Ensure all relevant induction training are recorded and completed according to procedures.
- Supervise stringers and trainers and check that work is completed on time and to the standard required. If any rework is required ensure that it is completed to the required standard.
- Communicate regularly with the Farm Manager on the work performance of casual employees. Provide feedback to employees where necessary.
- Assist employees with the completion of timesheets and check for accuracy. Ensure all time sheets reach the office before deadline.
- Supervise, train, and manage permanent employees as required.

Harvest

Assist the Farm Manager with the planning and execution of the Harvest:

- Harvest preparations – help organise and prepare the property and employees for harvest. Assist with pre-harvest recruitment and selection of employees, training of employees and record keeping. Help ensure required materials and resources are stocked appropriately.
- During Harvest – assist with managing the resources and consumables required during the harvest period to ensure successful field harvesting, picking machine operations, kilning, baling, and pelleting. This may include but is not limited to:
 - Help ensure each work area has adequate resources.
 - Monitor and manage consumables (gas and fuel) and Personal Protective Equipment (PPE) supplies as well as the freight and logistics.
 - Assist with supervising harvest employees to ensure they are working according to the documented work instructions and procedures. Report issues that occur with employees or with machinery.

Purchasing

- In consultation with farm management, assist with the procurement of tools, PPE, and consumables (for example sprays, fertilizers) and help determine farming resources.
- Monitor stock levels and use of resources to assist with forecasting and allocation.

Plant & Equipment

- Assist the Farm Foreman and Maintenance Supervisor with identifying gaps and opportunities for improving production process, including plant and equipment efficiencies, resourcing of employees or application.
- Assist the Farm Foreman to ensure employees look after and use tools, PPE, and all other equipment in an appropriate manner.
- Ensure training on the correct use of tools, PPE, and equipment is provided.



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Land & Buildings

- Help management keep the property clean, tidy, and secure. Ensure employees dispose of rubbish appropriately, and secure farm access points.
- Ensure employees keep their work areas clean and tidy.
- Report any incidents of wilful damage or theft.

Propagation/Research

- Support the Agronomic Service Team throughout the annual hop growing cycle as required.

The Assistant Farm Manager may perform other duties as requested from time to time, within the scope of the role.

Skill Requirements

Essential

- Demonstrated experience as a supervisor or manager in agriculture, preferably within a crop production farming environment.
- Proven experience in people management with the ability to oversee large crews of seasonal workers, promote a strong team culture and working environment.
- Excellent organisational and problem-solving skills, with a high attention to detail and a passion to grow the best quality hops.
- Excellent communicator and able to build relationships with all stakeholders.
- An understanding of WH&S, HACCP, and Quality control systems in Agriculture.
- Experience overseeing soil, pest, and disease management activities
- Experience with irrigation, fertigation and harvesting.
- Drivers Licence
- Competent using Microsoft Office products (Outlook, Word, Excel)

Desirable

- Certificate IV in Horticulture or equivalent
- Current First Aid & CPR certificate
- Safe Handling of Chemicals training (Chemcert/AgSafe)
- Mechanical aptitude with a capacity to understand diagnosed issues with mechanical plant and equipment