

Position Description

Position Title: Senior Operations Manager	Date: February 2019
Reports to: Southern Regional Manager	Location: Ballarat
Department: Operations	Direct Reports: Site employees

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

The Senior Operations Manager achieves commercial business outcomes through the effective management of day to day operations of the Livestock Exchange (LX) facilities for both CVLX Ballarat and CRLX Camperdown, leading a team of skilled staff in the delivery of business operations and services, facility management and maintenance, finance management, meeting and exceeding compliance with WH&S relevant industry legislation and practices. The Senior Operations Manager is responsible for the oversight and management of operational sites, which may include the management of multiple sites within a region and encompass a diverse range of high-volume ancillary and offsite services.

The Senior Operations Manager plays an integral part in our succession plan and is expected to lead and mentor all reporting staff at a senior level within the organisation. This position may require regular travel to multiple sites as well as interstate travel when required.

Key Responsibilities

- Oversee and manage the site or multiple sites in accordance with the Safety Management System and Safety related policies;
- Provide leadership, development and coaching to a team of staff to meet performance objectives and KPIs;
- Develop and implement succession planning across the Sites;
- Oversee, lead and manage business and facility operations to deliver a comprehensive range of services;
- Oversee and manage sale day activities ensuring the efficient throughput of livestock, monitor and measure sale day financial outcomes;
- Measure and monitor the efficient throughput of livestock, related to sale day and non-sale day activities;
- Develop comprehensive business performance, compliance and financial reports;
- Measure and monitor operational and capital expenditure in accordance to approved budgets;
- Ensure any potential animal welfare incidents are addressed, reported and recorded;
- Ensure maintenance activities and documentation of the site or sites are maintained to a high standard;
- Oversee and manage site operational compliance requirements in relation to WHS&E, relevant legislation, licencing and codes of practice, to meet and exceed organisational expectations;
- Lead and mentor large teams to achieve quality, safety, environment, animal welfare, and biosecurity outcomes in accordance with company policy and procedures;
- Ensure site is set up to meet all EPA requirements;
- Ensure all necessary testing is completed, reviewed and corrective actions taken to remedy any deficiencies;
- Provide weekly environmental reporting to Regional Manager and corporate HSE&Q manager

- Identify and communicate new business opportunities through effective community engagement and market analysis, build and enhance positive relationships with the varied and diverse third parties involved in the operation of the LX facilities;
- Enhance positive relationships with third parties involved in the operation of LX facilities;
- Manage community engagement and promotional and economic value of LX facilities through active community engagement through development of community engagement program for the sites;
- Work with internal and external stakeholders and contribute to the timely delivery of capital projects;
- AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Experience and Qualifications
Essential:

- Qualifications/Diploma in business/agricultural related field or equivalent experience
- Demonstrate thorough knowledge of industry
- Minimum of 10 (ten) years' experience working in the agricultural industry or related fields;
- This role requires the incumbent to have been or be prepared to be vaccinated Q fever
- Current Driver's License

Desirable:

- Senior First Aid certificate
- Firearm license
- Machinery operation qualifications an advantage

Competencies and Skills

- Demonstrated skill and experience in leading and managing people
- Ability to develop and maintain strategic relationships with all stakeholders
- Strong commercial acumen and drive to maximise value in business management with the ability to organise and manage conflicting work priorities
- Solid grounding and appreciation of the concepts, principles and practical applications of animal husbandry and business operations
- Extensive work history and demonstrated ability to work in a multidisciplinary and diverse team
- Excellent attention to detail and demonstrated ability to plan, prioritise and organise work demands and meet tight deadlines
- Strong computer skills and proficient in the use of Microsoft suite

Key Relationships

Internal:

- Senior Management
 - Regional Operations Manager, Northern
 - General Manager Operations; and
 - CEO
- Head Office
 - Operations Coordinator
 - Financial Manager;
 - Accounts Receivable and Accounts Payable
- All Site Staff

External:

- Agents
- Livestock Buyers
- Suppliers
- Local Businesses
- Local communities
- Vendors
- Transporters

Position Description Approved by:			
Position Title	Name	Signature	Date approved
Southern Regional Operations Manager			

Position Description Accepted by:			
Position Title	Incumbent Name	Signature	Date accepted
Senior Operations Manager			