



## POSITION DESCRIPTION

**POSITION TITLE:** Farming Systems Project Officer

**REMUNERATION:** Full Time, negotiated salary, maximum term contract 3-5 years

**LOCATIONS:** Mildura Office, Byrne Court and South Australia (location to be negotiated), working throughout the Mallee region in Victoria, New South Wales and South Australia

**REPORTS TO:** Manager – Farming Systems Projects Michael Moodie

### FUNCTIONAL RELATIONSHIPS:

- Internal: All staff and subcontractors
- External: Mallee Sustainable Farming, farmers, industry researchers and extension personnel, consultants, Government Agencies

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## OUR COMPANY

Frontier Farming Systems undertakes applied research, development and extension projects related to broadacre agriculture. We work throughout the Mallee region of New South Wales, Victoria and South Australia and collaborate with a wide range of industry stakeholders including the regions farmers, Mallee Sustainable Farming, state government agencies, CSIRO, Universities and NRM Bodies.

We also provide contract project services to public and private clients. A core component of our work is conducting on farm research and we have a large inventory of equipment and machinery to implement research trials which replicate farmer best practice and provide high quality data.

Frontier Farming Systems comprises of a small team of employees led by Michael Moodie who is the managing director. Michael has 15 years' experience of delivering research, development and extension to the Mallee and wider Southern low rainfall farming region of Southern Australia. Our current team has more than 50 years combined experience implementing activities such as small plot research trials, paddock scale trials and demonstrations, resource monitoring programs, field days, workshops, seminars and the development of extension and communication products.

Our physical capacity includes a large inventory of equipment and machinery to implement research trials which replicate farmer best practice and provide high quality data. This includes tractors, seeders, sprayers, harvesters and trucks for implementing on-farm small plot trials, soil sampling and monitoring equipment and a well equipped laboratory. We also design and invest in innovative equipment and machinery to improve the quality of our work such as trial implementation, data collection and communication to stakeholders.

## POSITION OBJECTIVES

Working in conjunction with a small team, the role of Farming Systems Project Officer is to provide effective support to deliver innovative, well planned and collaborative regional research and development activities in the New South Wales and Victorian Mallee and in the South Australia Mallee regions.

A minimum requirement is to provide skilled technical support to conduct on farm research trials and related activities across a number of projects that sit within the Farming Systems Projects portfolio. Subject to the experience of the candidate, the role may also be expanded to encompass tasks such as project management, reporting, funding submission development and industry extension and communication.

## KEY RESPONSIBILITIES

- Contribute to Frontier Farming Systems Research and Development program by implementing allocated project plans.
- Assist with trial selection, soil description, preparation, sowing, maintenance, sampling and harvesting of field trials and demonstrations.
- Collect and process soil, plant and grain samples.
- Apply fertilisers and agricultural chemicals to trials.
- Collect and maintain trial data and records.
- Provide regular updates to the Frontier Farming Systems team on the progress of project activities, including any issues or value adding opportunities.
- Attend and actively contribute to internal and external meetings.
- Assist the Frontier Farming Systems team to maintain assets related to research and development activities (including ensuring equipment meets OHS requirements)
- Continually identify and develop effective and efficient safe work practices.
- Evaluate own performance to identify strengths and opportunities where professional development can occur.
- Independent commitment to personal and professional development to meet the changing needs of the industry.
- Perform other duties as directed by Frontier Farming Systems within the skills and capabilities of the incumbent.

Additional tasks dependent upon skills and experience

- Maintain farm machinery, field and laboratory equipment.
- Extend research outcomes, farming systems and technologies related to dry land farming in the Mallee region of Victoria, New South Wales and South Australia.
- Develop and engage networks (e.g. farmers, advisors, industry personnel, funding bodies and project partners) within the Mallee and wider Australian broadacre farming industry to promote Frontier Farming Systems Pty Ltd and associated projects.
- Identify new practices and technologies relevant to Mallee dryland farming and develop opportunities to test, trial or demonstrate on-farm.
- Contribute to the development of written publications (e.g. journal articles, reports, presentations, media releases & funding submissions), when appropriate submit relevant articles to farming publications.
- Participate in field days and crop updates.

## WORK HEALTH AND SAFETY

- Adopt and apply Frontier Farming Systems Pty Ltd policies and procedures to ensure a safe work environment.
- Take reasonable care of their own health and safety, and the health and safety of others.
- Follow all health and safety policies and procedures.
- Immediately report all known or observed hazards to the Manager, Michael Moodie.
- Not wilfully or recklessly interfere with or misuse safety equipment.

## DELEGATED AUTHORITY AND ACCOUNTABILITY

The role has the authority to act within the limits of this position description providing the actions of the incumbent:

- Do not incur unauthorised expenditure.
- Do not contravene policies and procedures which apply throughout the company.
- Do not infer or acknowledge possible causes, or liabilities, to the detriment of the organisation that are likely to harm or otherwise affect its public image.
- Do not breach confidential work of the company or our clients.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The following work environment characteristics and physical activities may be required to perform the essential functions of the role:

- Regularly required to stand, sit, speak and hear clearly, twist, pull, squat, push, bend, walk distances on uneven ground and use hands and fingers to operate a computer and telephone, moderate lifting maybe required.
- Specific vision abilities required by this job include close vision due to computer work.
- Moderate noise (i.e. agricultural machinery and equipment).
- Ability to sit in a vehicle and at a computer terminal for an extended period.
- Field work which will result in exposure to heat, sun, rain, dust and pollen.
- The mixing and application of agricultural fertilizers and chemicals will be required in this position; with the use of appropriate personal protective equipment.

## **POSITION COMPETENCIES**

### **QUALIFICATIONS**

- Degree in Agricultural Science; Diploma of Agriculture; or Certificate of Agriculture highly desirable but not essential.

### **SKILLS AND KNOWLEDGE**

- Project development, management, reporting, extension and communication are desirable skill sets.
- Evidence of relevant industry experience and of dealing with the public, particularly broad acre farmers and industry personal.
- General knowledge of Australian agriculture production systems (broadacre farming systems, products and technologies).
- Demonstrated knowledge of agricultural machinery and technology.
- An understanding of environmental issues and/or land management practices.
- Knowledge of or experience in scientific methods and analytical procedures appropriate to agricultural research.
- Knowledge of agricultural research trial management – experience in research trial management and monitoring is desirable.
- Well-developed written and verbal communication skills.
- Sets own work priorities using tools and manages time efficiently to meet work objectives.
- Well-developed interpersonal and relationship building skills.
- Demonstrated organisational skills.
- Demonstrated problem solving and time management skills.
- Demonstrated IT skills in Microsoft Office including basic data management and analysis using Excel.
- Understanding of OH&S and risk management principles associated with workplace safety. Willingness to work in accordance with current OHS legislation and association regulations and established workplace OH&S policies and procedures.

## KEY SELECTION CRITERIA

### Essential

- Drivers License
- Chemcert chemical handlers' certificate (or a willingness to obtain one is essential).
- Demonstrated experience or knowledge of Australian agricultural production systems and or applied research.
- Proven ability to work independently and in a team.
- Highly developed written and verbal communication skills.
- Effective time management skills and ability to work effectively under pressure during peak seasonal periods.
- Demonstrated ability in computing skills: word processing, spreadsheets, and the internet.

### Desirable

- Tertiary qualification in agriculture, science or natural resource management
- Heavy rigid truck licence or willingness to obtain one.
- Demonstrated knowledge of agricultural machinery/equipment operation and maintenance.
- Demonstrated ability to manage, analyse and interpret data.
- Demonstrated ability to collaborate with key industry personnel including farmers, advisors, researchers and funding bodies
- Previous experience in project management, writing reports and developing funding submissions.

## MANAGER

**Name: Michael Moodie**

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## EMPLOYEE

Name .....

Signature .....

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## **OTHER RELEVANT INFORMATION AND CONDITIONS**

- Two positions are vacant, the preferred applicant based in South Australian may negotiate to work from home.
- Interstate travel and some out of hours' work, weekend and public holidays travel will be required. This will involve some overnight travel. A company vehicle will be provided for work related travel and reasonable living away from home and accommodation expenses will be paid by the company.
- A current driver's license is essential to this position. A heavy rigid truck license is desirable however a willingness to obtain is essential. Licenses must be produced prior to commencement for verification. Loss of license may result in termination of this position due to the reliance on being able to travel independently to fulfill the requirements of the position.
- A health declaration stating ability to perform the inherent tasks of the role will be required.
- A competitive compensation and benefits package are offered dependent upon qualifications, and experience of the successful applicants. The role is flexible in terms of duties and supervision required- new graduates are welcome to apply.
- Superannuation contributions (currently 9.5% of salary) in accordance with the Superannuation Guarantee Legislation are on top of the base salary.
- The successful applicant will be subject to a six-month probationary period.