## Duty Statement

## Gunbalanya Meatworks Office Manager

**Gunbalanya Community, Oenpelli, NT**

Reports to: Executive Director, Agribusiness;

through the Northern Pastoral Operations Manager;

through Gunbalanya Meatworks Manager

**ORGANISATIONAL ENVIRONMENT**

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

**Divisional/Directorate Environment**

ILSC Agribusiness is a specialised unit of the ILSC that focuses on the development and management of commercial agribusiness investments on Indigenous land in partnership with Indigenous people. ILSC Agribusiness currently operates agricultural businesses, including beef cattle, fine-wool merino sheep, a community-based meatworks and a cattle export depot.

**SECTION ENVIRONMENT**

Gunbalanya Meats operates a small abattoir and retail butcher shop in the community of Gunbalanya on the eastern edge of Kakadu in the NT. Beef and buffalo meat grown on Gunbalanya Station is processed through Gunbalanya Meats and sold to a wide range of customers, including Indigenous community supermarkets and various NT meat wholesalers and retailers. Gunbalanya Station and Meats are a significant source of employment at Gunbalanya and host local Aboriginal people training and working in beef production and meat processing.

**PURPOSE OF POSITION**

Manage administration, finance and customer service for Gunbalanya Meats.

**KEY RESPONSIBILITIES/ACCOUNTABILITIES AND OUTCOMES**

1. Perform the bookkeeping duties in accordance with ILSC procedures for Gunbalanya Meats. This includes, but not limited to, utilising MYOB to generate customer invoices, following up non-payment of invoices with customers, finalising timesheets, reconciliations of the float account etc.
2. Manage the purchase of goods and services through the ILSC purchase order system in accordance with the approved budget and the ILSC’s purchasing procedures with the aim of keeping expenditure below the budget.
3. Process invoices for payment and forward them to the ILSC Finance officer within one week of receiving the invoices, to enable them to be paid efficiently and on time.
4. Maintain the cattle slaughter reconciliation system utilising National Livestock Identification system (NLIS) tags and livestock numbers.
5. Monitor monthly stocktake process to ensure all required paperwork is completed and submitted.
6. Provide assistance to the Manager in attending to any financial or administration requests, including compilation and coordination of statistics and reports.
7. Assist the Manager to coordinate regular trips to Darwin to complete any errands and shopping required for Gunbalanya Meats.
8. Answer office phones and greet visitors which includes liaising with suppliers and customers, answering queries, taking and following up orders, directing calls etc.
9. Maintain the office and amenities in a tidy and hygienic state.
10. Supervise and provide on-the-job training to Indigenous trainees in all aspects of office administration.
11. Conduct a respectful and constructive relationship with Traditional Indigenous Owners and groups associated with the Gunbalanya Indigenous community.
12. Provide relief assistance in the retail butcher shop.
13. Act as First Aid Officer and Health & Safety Representative (if elected), ensuring training and record keeping is current.
14. Provide preliminary finance, payroll (including timesheet coordination and on-boarding of casual employees) and WHS support for staff while liaising with national ILSC/ Australian Indigenous Agribusiness Company Pty Ltd (AIA) teams as required.
15. Have a duty as a worker to abide by existing laws on animal cruelty in each state/territory as a minimum, and then to adopt the ILSC/AIA policy and procedures on animal welfare.
16. Fulfil your WHS duties as a WHS officer and worker. Provide all workers with information, instruction, training and supervision necessary to enable them to perform their work in a manner that is competent, safe and in accordance with industry WHS standards and the AIA WHS management systems.
17. Assist in monitoring and implementing actions required from the Work Health Safety (WHS) Hazard Identification Risk Assessment and controls (HIRAC) inspections.
18. Monitor and report on all relevant fraud prevention initiatives within the operation of Gunbalanya Meats. Ensure staff members are aware of their responsibilities and obligations to prevent fraud and to report possible breaches.
19. Undertake other duties as directed.

**Accountability Statement**

All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety legislation, standards and practices and animal welfare standards and guidelines relevant to the pastoral industry. All workers must adhere to such standards at all times and that visitors to the Property comply with all safety instructions at all times.

**Expectations and Behaviours**

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of AIA. A description of the AIA’s Code of Conduct is contained in the Employment Offer which is signed on commencement. Accepting a position with AIA indicates that you accept these guidelines and Code of conduct and will uphold and promote them.

**EEO/Diversity** – All AIA employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AIA and broader community.

**Probity** – All AIA employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. AIA employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other AIA employees.

**WHS** – All AIA workers have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes workers at AIA as well as others such as members of the public. Furthermore all workers are obligated to report any WHS hazards as soon as they become aware of them to prevent injury and/or illness.

**Customer Service** – All AIA employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

**Continuous Improvement** – All employees at AIA are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.

**Special Conditions**

The preferred applicant will be engaged with the Australian Indigenous Agribusiness Company Pty Ltd, a wholly owned subsidiary of the Indigenous Land and Sea Corporation.

Appointment to this position of a person not currently an employee of the ILSC or the AIA will be subject to a 6 months qualifying/probationary period; and required to undertake a criminal history check and medical assessment

Subject to the approval of the Delegate accrued Annual Leave must be taken during the “Wet Season” or “Off Peak” season.

Possession of a valid driver’s licence is essential. Any disqualification of your driver’s license may result in termination of employment.

There may be a requirement to undertake extended out of hours of work. Travel to remote locations may require the need to drive 4WD vehicles (training provided).