



## POSITION DESCRIPTION

Faculty of Veterinary and Agricultural Sciences

### Dairy Coordinator

<b>POSITION NO</b>	0045255
<b>CLASSIFICATION</b>	PSC 6
<b>SALARY</b>	\$79,910 - \$86,499 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Ashley Gabler Tel +61 3 58 339 219 Email <a href="mailto:agabler@unimelb.edu.au">agabler@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

### **ABOUT THE POSITION**

Reporting to the Dookie Farm Manager, the Dairy Coordinator is responsible for the operations of and day-to-day management of the robotic based dairy enterprise that is located at the University's Dookie campus, Northern Victoria. The dairy farm consists of 45 hectares of border check irrigated land with an additional 70 hectares of dry land area. The dairy currently has approximately 150 milking cows.

The incumbent must have the ability to make decisions and work independently as well as with the rest of the Farm team - sharing similar values to continue to develop and grow the Dairy enterprise for a sustainable future. An appreciation of research is required as the dairy will serve both the Faculty of Veterinary and Agricultural Sciences (FVAS) and other University of Melbourne faculties, to supply them with facilities and data required for their research. The incumbent will have a good knowledge of animal health and husbandry, with empathy and care for stock, maintain herd health records/bookkeeping, calf rearing, stock work, assisting with calving cows and general dairy clean-up and maintenance.

This position is located at the Dookie Campus of the Faculty of Veterinary and Agricultural Sciences, The University of Melbourne.

### **ABOUT US**

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

## ***1. Key Responsibilities***

### **1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY**

- ▶ Responsibility for the day-to-day herd operations and the running of the dairy in relation to the allocation, maintenance and security of all resources required for conducting activities associated within the enterprise. The operations include milking, herd management, nutrition, health, irrigation pasture management, maintenance and general upkeep of the dairy enterprise.
- ▶ You will work with and assist the Farm Manager to prepare and monitor the dairy farm budget by providing information on costs such as fertilizers, supplementary feeding and water usage. As Dairy Coordinator you will also evaluate input costs on items such as supplementary feed, artificial breeding and maintenance programs.

## 1.2 INNOVATION AND IMPROVEMENT

- ▶ The Dairy Coordinator shall assist with the recording and storing of physical data including agronomic and financial information generated from the farm to be passed on to research staff with an objective to constantly improve production performance.
- ▶ To facilitate research, the Dairy Coordinator will need to manage the accurate recording of additional farm records of production figures for milk, pasture and stock sales.
- ▶ Actively contribute to continuous improvement within the area of animal and pasture care at the campus
- ▶ Ensure that scientific, technological and business process innovations are put in place to maximise the dairy's service capacity and product outputs.

## 1.3 COLLABORATION AND LEADERSHIP

- ▶ Assist with research and educational activities to facilitate information flow relating to all aspects of the Dookie Dairy between staff, students and industry groups.
- ▶ Actively participate in Farm meetings and their outcomes
- ▶ The incumbent may be required to support other Farm operations areas from time to time, as directed by the Farm Manager or other appropriate senior professional staff.
- ▶ Work collaboratively within the Farm and FAVS Operations team to achieve common goals and participate in continual improvement initiatives
- ▶ Collaborate with staff across the Faculty and University to ensure positive client focussed outcomes.
- ▶ Build and foster working relationships with all staff including professionals, academics, honorary and visitors.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### 2.1 ESSENTIAL

- ▶ A Bachelor of Agriculture or equivalent degree with subsequent relevant experience including relevant experience with dairy cows; or extensive experience and broad knowledge of the field; or an equivalent combination of relevant experience and/or education and training;
- ▶ Extensive technical knowledge and experience in the maintenance of dairy cows including husbandry, handling, surgical procedures including the use and administration of veterinary drugs, scientific equipment, data collection and record maintenance;
- ▶ Sound written and verbal communication skills to prepare a range of reports and collaborate, coordinate and negotiate with internal and external clients in regards to resources, timeframes and technical requirements for animal research requirements;

- ▶ Demonstrated extensive knowledge of the guidelines set down by the Bureau of Animal Welfare, the National Health and Medical Research Council Australian code of practice for the care and use of animals for scientific purposes and other government regulations governing animal management, and familiarity with the application of institutionally-based animal experimentation and ethics guidelines;
- ▶ Demonstrated ability to operate and maintain machinery and equipment used on a dairy as well as an understanding of robotic milk harvesting systems with knowledge of Occupational, Health & Safety regulations;
- ▶ Capacity to support and appreciate the importance of innovative research whilst running a dairy farm;
- ▶ Demonstrated ability to work remotely and exercise initiative and work as part of a management team through use of independent judgment with the ability to innovate, design, implement and take responsibility for systems and processes;
- ▶ Demonstrated ability to work effectively and flexibly as a member of a team, including the ability to work with people of diverse cultural backgrounds.

## 2.2 DESIRABLE

- ▶ Artificial Insemination Certificate
- ▶ Farm Chemical Users Certificate
- ▶ Forklift licence
- ▶ Heavy vehicle driver licence

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ The incumbent must possess a full Drivers Licence valid in the State of Victoria
- ▶ The incumbent must be prepared to have vaccinations for Tetanus, Hepatitis A and B and Q fever
- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ The ability to work outside of standard hours may be required from time to time and the incumbent will be required to live on-site. Discounted rent for onsite accommodation will be available.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position operates under the broad direction of the Farm Manager and is responsible for the achievement of agreed organisational objectives. The position is required to operate with a high degree of autonomy and with the capacity for independent decision making. The position will refer issues to the Farm Manager in the absence of established procedures of where issues fall outside policy guidelines or require significant intervention.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

As Dairy Coordinator you are required to exercise initiative and sound judgement in the daily operation to optimise milk harvesting, mating, feed utilization, animal health and milk quality issues. The position also plays a role in liaising with suppliers regarding product and price, and working to continually improve the Dairy enterprise within the resources available to maintain its profile within the local community, industry and the region. The role has discretion to innovate within and take responsibility for outcomes.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have a robust understanding of Faculty EHS Management Systems, including knowledge or relevant safety legislation, knowledge of the handling and disposal of dangerous chemicals, and how these policies and processes interact.

The incumbent must have a general knowledge of the structure and functions of the Faculty, its campuses, and the wider University's position vis a vis animal ethics guidelines and bio-security protocols.

The incumbent must have a high level of knowledge and experience in the operation of commercial dairies, particularly those of a robotic nature.

### 3.4 BREADTH OF THE POSITION

The position encompasses all aspects of day to day animal, paddock, and dairy operations. It involves reporting to the Farm Manager and co-operatively working with other Farm staff.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

## 5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

### 6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based

industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security,

sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

#### 6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>