# Senior Hand Harvesting Operations - Tableland

## Position Title:

**Senior Hand Harvesting Operations - Tableland**

## Position Authorisation:

**INCUMBENT:**

(Name) 

(Signature)  

(Date)

**PREPARED BY:**

Operations Manager Tableland Farms  

Operations Manager – Maryborough Farms

(Signature)  

(Date)

**APPROVED BY:**

Senior Farms Operations Manager

(Signature)  

(Date)

## Position Demographics:

**Business Group/Division:** Agriculture

**Reports Directly to:** Harvesting Supervisor - Tableland

**Reports Indirectly to:** Operations Manager Tableland Farms

**Subordinates:** Harvesting Employees

**Team membership:** MSF Sugar Agriculture, MSF Sugar Harvesting Operations, Tableland Harvesting Team, Cane Supply Team for Tableland Mill

**Work Site:** MSF Sugar Tableland Farms & other Tableland Sugarcane Farms

**Job Status:** Permanent Full Time

**Hours in Attendance:** Hours will vary as necessary to meet the requirements of the role. Weekend work and after hours on-call will be necessary throughout the harvesting season. Nominal 38 hour week.

**Qualifications / Experience:**

- Experience in people management (essential)
- Experience with customer service (contracting operations for Private Growers) (essential)
- Minimum 3 years experience in sugar cane harvesting (desirable)
- Experienced Harvester Operator – minimum 2 years (desirable)
- Mechanical experience – Harvesters and Haul Out Tractors (preferred)
- Drivers licence essential - “HR” class licence
- Senior First Aid & CPR
- Pilot Vehicle Driver Level 1 to pilot or escort oversized and/or overmassed loads. Knowledge of Guidelines for Excess Dimension for Agricultural Vehicles and Agricultural Combinations and other associated legislation
POSITION PURPOSE:

The Senior Hand Harvesting Operations forms part of the Tableland Harvesting Operations team and is responsible for supporting the achievement of the Tableland Farm’s business plans and goals and actively promoting the company’s objectives within the position’s defined responsibility areas. This position is responsible for achieving harvesting quality, safely and efficiently, whilst maintaining consistent cane supply to the mill utilising harvest best practice to minimise cane losses and maximise ratoonability.

Reporting to the Harvesting Supervisor, this position will:

- Work in conjunction with the Harvesting Supervisor to supervise and manage the harvesting operations (enabling fatigue management).
- Monitor harvesting operations to ensure the adoption and implementation of Harvesting Best Practice (including ensuring GPS is utilised for controlled traffic). Performance manage employees as required.
- Train and ensure operators operate machinery to expected standards and safely.
- Train and ensure operators perform maintenance to expected standards and safely.
- Stand-in for harvester or haul out operations as required and mobilise alternative employees in order to maintain cane supply to the mill.
- Troubleshoot mechanical issues themselves and make the decisions to engage MSF Sugar maintenance employees or contractors as required in order to maintain cane supply to the mill and reliability.
- In conjunction with the Harvesting Supervisor plan and implement the asset management of harvesting plant and equipment (maintenance and replacement).
- Drive continuous improvement of harvesting operations to maximise crop value, improve productivity, maximise capital utilisation and develop a mature safety culture.

AUTHORITY TO ACT

- Authority to issue purchase orders within budget and approved limits (Purchase supplies/parts, engage contractors)
- Authenticate timesheets

KEY RELATIONSHIPS (Internal & External)

- Other harvesting team members
- Members of the Tableland Farms team (especially Maintenance, Irrigation and Crop Performance)
- Cane Supply people MSF Sugar & External Transport Managers
- Safety and Environment Advisors
- HR, payroll, purchasing and cost control staff
- Private growers providing a contracting service to
- Contractors and Input Suppliers
SENIOR HAND HARVESTING OPERATIONS
POSITION DESCRIPTION

KEY RESULT AREAS

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<th>Areas</th>
<th>Elements</th>
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| Safety Compliance  | • Ensure team members adhere to policies and procedures and comply with systems in order to work in accordance with workplace health & safety and environmental obligations. Define the safety culture and standard of behaviour which personnel are expected to meet.  
• Identify safety issues and hazards especially prior to harvesting (pre harvest inspections) and coordinate pre start talks ensuring operators are aware of hazards and control measures are implemented to minimise risk. 
• Ensure operators are trained and utilising pre start checks on plant and equipment and identified issues are being rectified. 
• Lead and drive safety behaviours including completion of audits for asset management, conduct risk assessments for risk management (use permits where required), incident management and reporting, conduct toolbox talks. 
• Contractor Induction and management (including Supervision). 
• Drive continuous improvement for Operational Excellence – for example, housekeeping maintained to highest of standards and workplace organised, hazards identified and controlled (ie. marking of power poles for visibility). |
| Harvesting Operations | • Daily operation planning in consultation with Harvest Supervisor and Crews – implement harvest plans. 
• Ensure harvest best practice implemented. Monitor and manage harvesting quality (using tools such as HBP logged data and visual inspection). 
• Manage priorities - Consider safety, reliability, cost and efficiency in daily decision making whilst maintaining constant cane supply to the mill. 
• Minimise logistical constraints in cane supply by developing good working relationships along whole cane supply chain. 
• Confirm with private growers contracting for which blocks are to be harvested and understand hazards and manage equity throughout the season. 
• Plan and conduct timely, safe and efficient shifting between farms. 
• Drive and operate harvester and haul-outs to harvesting best practice standards when required. 
• Coordinate and conduct planned and unplanned asset management (maintenance) during crushing and non-crushing periods. Ensure adherence to maintenance programs (assist Harvesting Supervisor to develop programs). Monitor maintenance by employees and contractors. 
• Data analysis for logistics improvement (haul distances, loading pad locations). 
• Provide constructive feedback to company farming operations for improvement of production (such as layout, road conditions, weed control, pig damage). Assist with implementing improvements during non-crush. |
| Teams / Plans      | • People development – Appraise operators and train harvesting team members in machinery operation and maintenance. 
• Train and coach operators so competent, provide regular feedback. |
SENIOR HAND HARVESTING OPERATIONS
POSITION DESCRIPTION

Controllable Costs
- Assist Harvesting Supervisor with recruitment.
- People development and standards – build an effective harvesting team by developing the skills, knowledge, expected standards and attitude of team members in accordance with job requirements and company values.
- Manage and resolve conflicts.
- Utilise guidance and performance management to change unacceptable behaviour.
- Manage expenditure within approved budget/forecast and report variances.
- Authenticate timesheets to control labour costs.
- Manage access to tools and spare parts and reconcile.
- Implement capital replacement and development plan and ensure optimal capital utilisation.
- Assist in preparation of operational and maintenance budgets.

Recording/Reporting
- Fulfil administrative requirements for cost allocation, payroll and reporting.
- Systematic reporting of team performance to the Harvest Supervisor.
- Ensure change of shift procedures are maintained and recorded.
- Ensure pre start checks are completed and maintenance records kept.

SKILL REQUIREMENT

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<tr>
<th>Skill Category</th>
<th>Skills</th>
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<tbody>
<tr>
<td>Enabling Skills</td>
<td>• Keyboard skills</td>
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<td></td>
<td>• Data analysis (measuring and improving)</td>
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<td>• Microsoft Word, Excel and Outlook operation</td>
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<td>• Basic report writing and research skills</td>
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<td>Essential Skills</td>
<td>• Effective communication, people and team management skills (skill development, negotiation and conflict management)</td>
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<td>• Ability to enlist cooperation from, train and motivate other team members</td>
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<td>• Understand harvest best practice standards and MSF Sugar Harvesting Standards</td>
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<td>• Aptitude for technology, including ability to maintain, operate and fault find GPS systems</td>
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<td>• Mechanical aptitude, including machine performance monitoring and problem solving</td>
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<td>• Ability to understand resources, plan and implement harvesting operation (including 24 hour roster)</td>
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<td>• Ability to manage a harvest maintenance program, including planning and purchasing of parts, scheduling contractors and employees</td>
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<td>• Ability to prioritise and forward plan</td>
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SENIOR HAND HARVESTING OPERATIONS
POSITION DESCRIPTION

Other Criteria

- Ability to operate machinery (Harvesting, hauling, forklift)
- Report writing, record keeping, maintenance logs
- Well-developed organisational and time management skills
- Problem solving – investigation, analysis and decisiveness

Capacity to work in the following situations

- Operate with minimal direction and unsupervised
- Outdoor environment on cane farms in a full range of climatic conditions both day and night
- Handling, lifting or carrying objects weighing up to 20kg
- Inputting and accessing data from computer network
- Non-smoking worksites

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company’s ten overarching policy statements.

Furthermore the incumbent’s role is not limited to the areas defined but subject to the organisation’s needs, may be varied from time to time consistent with the incumbent’s training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organisation activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.