



CROP ESTABLISHMENT SUPERVISOR POSITION DESCRIPTION

POSITION TITLE:	Crop Establishment Supervisor – South Johnstone Farms
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POSITION AUTHORISATION:

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	 (Signature) (Date)
APPROVED BY:	General Manager - Agriculture (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Agriculture
Reports Directly to:	Operations Manager – South Johnstone Farms
Reports Indirectly to:	Senior Farms Operations Manager & General Manager Agriculture
Subordinates:	Senior Hand Crop Establishment, and Farm Hands
Team membership:	South Johnstone Farms, Crop establishment team (team leader)
Work Site:	MSF Sugar South Johnstone Farms
Job Status:	Permanent - Full time
Hours in Attendance:	Nominal 38 hour week.
Qualifications / Experience:	<ul style="list-style-type: none"> Trade or Diploma or Cert IV in Agriculture or equivalent (desirable) 5 yrs. cane farming experience (essential) 2 yrs. experience in people management Advanced relevant farm experience in GIS & GPS “C” Class driver’s license (min). “HR” class driver’s desirable. Senior First Aid

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POSITION PURPOSE:

The Crop Establishment Supervisor forms part of the South Johnstone Farming Operations team and so is responsible for the leadership and support of the achievement of the site’s business plans and actively promoting the company’s objectives within the position’s defined responsibility areas.

This position plans, leads and supports ongoing farming operations to meet the current farm business plan targets. The Crop Establishment Supervisor is also expected to lead improvement in the systems of work within the responsibility area to improve productivity and safety behaviour, as well as lead guide and support field hands and contractors in the responsibility area across the sites.

As a position reporting to the Operations Manager, the Crop Establishment Supervisor has the principle responsibility of:

Land Development:

- Optimise the productive and operational performance of MSF South Johnstone cane farms (drainage, layout, soil impediments, access)

Land Preparation:

- Improve and prepare fields for planting within ModernFarm principles. Including fallow crops.

Planting:

- All cane and fallow crop planting
- Variety & clean seed management

GPS Systems:

- Maintain, control and continuously improve the GPS systems

Maintenance:

- Preventative and programmed maintenance of crop establishment plant and equipment

AUTHORITY TO ACT

Budget: Authority to organise works/schedule training etc. in relation to the position purpose focus areas and within approved budgets.

Purchasing: Authority to issue Purchase Orders within limits approved by the Operations Manager or Senior Operations Manager or General Manager.

Finance/Administration: Authority to review accounts and contracts; however the Operations Manager must authorise / sign final documentation.

Contracts / Compliance: Authority to review licences, permits, leases etc. and to liaise with the relevant Authorities. However the Operations Manager must authorise / sign final documentation.

Employee Relations: Authorise time sheets, Recommend leave applications.

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KEY RELATIONSHIPS (Internal & External)

The Crop Establishment Supervisor supports the South Johnstone farm team to ensure an overall business perspective is maintained. Additional relationships need to be established with:

- Production Agronomist & GPS Systems leaders
- Payroll, Purchasing and cost control staff.
- Agricultural Finance Manager
- Agricultural Administrator
- Safety Advisor
- Contractors
- FarmScanAg reps and other suppliers,
- Plant and equipment dealers and maintenance suppliers
- Network of SRA and other specialists

KEY RESULT AREAS

Areas	Elements
Safety Compliance	<ul style="list-style-type: none"> • Tool box meetings held regularly and recorded • 100% of WH&S audits completed • Incident Reports completed within expected time frames • Environmental issues well managed and all employees given awareness. • Teams working to safe systems of work. • Maintain systems and procedures for work in accordance with workplace health & safety and environmental obligations and asset management objectives
Controllable Costs	<ul style="list-style-type: none"> • Aid in development of maintenance and operational budgets • Contribute to yearly budget targets being achieved. • Manage operational budgets and report inconsistencies. • Monitor cost of production
Capital Development	<ul style="list-style-type: none"> • Optimise capital expenditure (equipment replacement plans and capital utilization) • Conduct post audits of capital projects as required
Business performance	<ul style="list-style-type: none"> • Maximise crop production through timely & systematic planning and completion of tasks in conjunction with other roles/teams • In-field yield potential – Removal of yield constraints • Operational efficiency - continuous improvement of farm/field layout. (Ha/hr, cost/ha, field efficiency, etc.) • Optimum crop establishment outcomes at lowest cost

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Areas	Elements
Maintenance	<ul style="list-style-type: none"> • Implementation of ModernFarm and SmartCane principles • Contribute to the development and continuous improvement of the company farming system which delivers best practice principles efficiently and sustainably
HR/People/Teams	<ul style="list-style-type: none"> • Plan and monitor the maintenance of relevant plant and machinery in timely and cost effective manner. • Ensure that company assets are appropriately protected, maintained and replaced as necessary
Planning/Recording/Reporting	<ul style="list-style-type: none"> • Complete performance development appraisals for team • Contribute to the development and continuous improvement of people and the team. • Contribute to development and continuous improvement of workplace style and effectiveness and personal development process embraced • Guidance and discipline processes used to change unacceptable behaviour • Ensure team members adherence to company policies and procedures and define the standard of behaviour by which personnel follow, consistent to company standards • Contractor supervision • Develop and implement a cohesive and systematic operational plan • Ensure team, owners and stakeholders are fully informed • Effective KPIs set and fully implemented • Accurate and timely completion of records, logs and reports. • Fulfil administrative requirements for cost allocation, purchasing, payroll and reporting.

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	<ul style="list-style-type: none"> • Crop Husbandry • Keyboard Skills • Intermediate MS Office (higher in MS Excel) and GIS • Business communication • Report writing.
Essential Skills	<ul style="list-style-type: none"> • Effective people/team management (leadership in technical ability and skill development, negotiation and conflict management) • Effective planning, researching, organisational and time management habits – Goal driven • Problem solving - investigation, analysis and decision making skills with systems

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Desirable Skills	<p>approach</p> <ul style="list-style-type: none"> • Advanced technical and operational knowledge of modern farm machinery operations and maintenance including the use of relevant precision farming tools and systems including GPS and drainage design. • Advanced knowledge of land improvement techniques for optimal yield potential and operational efficiency. • Understanding of ModernFarm principles and SmartCane BMP • Basic knowledge of financial and cost control management • Intermediate GIS • Understanding of basic mechanical/machinery servicing principles <ul style="list-style-type: none"> • Effective networker at a professional level • Ability to enlist co-operation • People management skills
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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.

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