

Position Description

AGRONOMIST

Status:	Permanent Full Time
Company:	Yenda Producers Co-operative Society Ltd
Location:	Leeton Branch
Award level:	
Salary level:	As per employment letter of offer
Closing date:	5 June 2018
Contact person:	Chris Butler (Leeton Branch Manager)
Phone:	02 6953 9000
Website:	www.yendaprods.com.au
Postal address to:	PO Box 645 LEETON NSW 2705
Email application to:	cbutler@yendaprods.com.au

About Yenda Group

The Yenda Group comprises four entities being, Yenda Producers Co-operative Society Ltd, Spencer & Bennett – Yenda Prods Pty Ltd, RWE Yenda Prods - Irrigation Pty Ltd, and Yenda Prods Grain Pty Ltd. All entities are focussed on providing goods and services to the rural sector.

Established in 1925, Yenda Producers Co – operative Society Ltd contains a member base in excess of 1,500 members. It has branches located in Yenda, Leeton (established in 1988) and Griffith (1998), all located in the MIA. The core focus of the business is around the provision of farming inputs, complimented with the provision of high level agronomic, horticultural and livestock production advice.

Spencer & Bennett – Yenda Prods Pty Ltd (S & B) commenced in 1998 and has its core focus in the purchasing & selling of livestock, sale of real estate, insurance brokerage and water trading on behalf of its clients.

In 2006, RWE Yenda Prods Irrigation Pty Ltd was created as a joint venture between the Co – op and Gerard (Jak) Ormesher. RWE designs, installs and maintains irrigation systems towards the rural, domestic and government sectors.

Yenda Prods Grain Pty Ltd was established in August 2015 to provide Yenda Producers Co – op member's additional options for the marketing of grain. The main role of YPG is to accumulate grain on behalf of the Co – op shareholders with a focus on servicing niche grain markets.

In July 2016, Yenda Producers entered into an agreement with Kevin Cauduro, proprietor of Yenda Fruit and Case (YFC) to purchase the business. The acquisition of YFC has created the fourth branch of Yenda Prods with a focus on fuel sales. In addition, the grain silos were purchased and operated under a management agreement by YPG.

In March 2018, YPC purchased the business Akazien Hof Grain and Fertiliser from Steve and Monika Burgess. The site is located in Coleambally and comprises a number of grain silos, bulk grain shed and bunkers, and focuses on the accumulation of Malt Barley and Corn. The corn is aimed at the gluten free market. As with the Fruit and Case silos, Akazien Hof is managed by YPG.

Our Mission is to promote a community co-operative approach by combining specialised and professional agronomic advice to our shareholders and deliver it in a safe and sustainable environment.

Our Goal is to create sustainability by providing the highest level of service to our customers and shareholders whilst giving back to the community and looking after the environment.

Our Values are Honesty, Integrity, Respect, Diligence, Commitment and Quality.

Purpose of the position

- The principal purpose of this position is to provide quality customer service in line with the Agronomist's responsibilities and job tasks, in consultation and liaison with the Senior Agronomist to support the achievement of the Yenda Group operational and strategic objectives and plans

Staffing and budget responsibilities

- Limited staffing and budgeting responsibilities

Position key responsibilities and job tasks

Key Responsibilities and job tasks expected of your role within the Yenda Group

- Work alongside and support the senior agronomists in all aspects of the role until advised
- Identification of weeds, pests and diseases on a variety of crops.
- Provide recommendations, via an electronic / written form, to the customer for the identified weeds, pests and diseases.
- Carry out and interpret soil / fertiliser tests and results to the reporting stage
- Assists in the development of crop budgets and water use strategies for customers
- Continuous understanding of product label and permits and applicable changes
- Attends training of new products and technology
- Forecasts crop requirements for cropping seasons and reports using company procedures
- Supports preparation of farm plans for customers
- Participates in Yenda Group related industry and business meetings and reports learnings and findings to management, as required
- Other work tasks as required and or delegated, in line with job role.

Key Responsibilities and job tasks applicable to ALL employees within the Yenda Group

- Takes direction from management and is guided by reporting supervisor/manager to ensure key responsibilities and tasks are completed on time both effectively and efficiently
- Fulfils the key responsibilities of the position in accordance with the Yenda Groups Code of Conduct
- Conduct all activities in accordance with the Quality Management System
- Provides ethical and natural justice decision making in support of organisational mission, goal and values.
- Adheres to all company policies and procedures including work health safety policy, procedures, regulations and standards of safety
- Provides superior customer service both internally and externally (serves customers, answer phones, load/unload stock, work alongside and assist with fellow staff, other as required in line with job role)
- Willing to undertake learning and development that would be of benefit to the Co-op in line with the job role
- Responds to all customer enquiries (by phone/email/face to face within 24 hours)
- Participates in and adheres to Employee Performance Reviews as and when required
- Completes the necessary paperwork for all stock transactions, including but not limited to customer sales, customer credits / returns, customer payments, stock receipts, stock orders and branch transfers in Prostix
- Reporting of any customer complaints to your supervisor

Qualifications/Professional Registration/other industry requirements

Essential requirements

- Tertiary Level Degree qualified – Bachelor of Science (Agronomy)
- Motor Vehicle License (Manual)
- National License to Perform High Risk Work – LF (to be obtained on job, if not current)
- Ag Safe accreditation (to be obtained on job, if not current)

Are you the right person for the job?

Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate and achieve the following:

Key Result Area	Key Responsibilities/Tasks	Key Performance Indicators (KPIs)
1. Values, Mission and Strategy	<ul style="list-style-type: none"> Adheres to Yenda Group values, mission and operational goals and objectives 	Demonstrated performance adhering to the values, mission and strategic and operational goals
2. Organisational policies and procedures	<ul style="list-style-type: none"> Adheres to organisation code of conduct, policies, procedures, systems and operational requirements 	Demonstrates adherence to organisational code of conduct and other relevant policy and procedure operationally
3. Team	<ul style="list-style-type: none"> Is proactive, positive and collaborative Participates as a team member and leads by example Communicates effectively with all staff, clients, customers and contractors Provides supervision and direction to staff working under them Acts in best interest of the team 	Demonstrates team effectiveness, gets on with team members, is a good communicator, is proactive, positive and collaborative
4. Health & Safety	<ul style="list-style-type: none"> Looks after self and demonstrates safe and secure attitudes and behaviours Follows safety protocols and organisational safety policy and procedures Behaves safely and supports others to identify and demonstrate safe work practices Adheres to Work Health Safety Act 2011 	Demonstrates adherence to health and safety for self and others as required
5. Operations	<ul style="list-style-type: none"> Completes tasks, roles and responsibilities on time and within budget requirements Takes direction, guidance and is supportive of others Ensures operational tasks & roles are implemented daily, weekly, monthly 	Demonstrates effectiveness of tasks, roles, responsibilities on daily, weekly, monthly basis

How to apply

Please provide the following information to the panel to assess your suitability:

- A short statement/s** (maximum of two pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the position key responsibilities and job tasks.
- Your current CV or resume, including referees.** Applicants must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. . If you do not wish for a referee to be contacted, please indicate this on your resume.

Pre-Employment screening

Pre-employment screening, including criminal history and or medical screening may be undertaken on persons recommended for employment.

Probation

Six months with a three and six month review, which may be extended to 12 months pending management decision.

By signing below you understand and agree to undertake the job tasks and position key responsibilities and transfer your capabilities and demonstrated knowledge and skills to your working role. By agreeing to undertake the tasks and responsibilities it is expected you will also abide by the Code of Conduct, organisational values, behaviours and mission of the Yenda Group.

Employee Name

Signature

Date

Manager / Supervisor Name

Signature

Date

Date Implemented: _____

Date of Next Review: _____