

## Job Description

Position Title-	Horticulture Manager
Description Role of duties,	<p>The position is responsible for all aspects of the production of horticultural crops at Ivanhoe Farms. This includes Ground preparation, fertiliser application, planting, watering, agronomy, weed control, spraying, harvesting, transport to packing shed, crop removal, washing and packing, and loading trucks for markets. The role also includes packing shed maintenance, machinery maintenance and light fabrication.</p> <p>Record keeping is essential for our HACCP certification and has to be reported to the Farm Manager</p> <p>Must be able to work with other machinery operators and handle a casual labour work force</p>
Report to	General Manager
Experience required Supervise	<p>Minimum of 3 years experience managing horticulture production</p> <p>Will be responsible for recruiting and managing, the picking and packing crew of about 6-7 casual fruit pickers</p>
Skills/Qualifications Essential  Desirable	<p>Current C class drivers licence, Heavy Rigid Truck drivers licence</p> <p>Current Chemical Certificate of Australia, Forklift ticket.</p> <p>Well developed oral and written communication skills</p> <p>Computer skills excel spread sheets</p> <p>Ability to plan, coordinate and deliver set tasks efficiently on time</p> <p>Good time management skills</p> <p>Good problem solving skills</p> <p>Diploma or Bachelor's degree in Horticulture, agriculture or farm management</p>
Personal Attributes	<p>Well organised, well presented and confident. Team leader.</p> <p>Punctual and reliable. Effective communicator. Be respectful to staff members.</p> <p>Confident to make decisions. Is proactive and shows initiative.</p>
Responsibilities	<p>Keep communication lines open with staff, Farm Management, Service Manager and General Manager.</p> <p>Responsible for ensuring quality of operation is delivered</p>

	<p>Responsible for attending farm meeting when called on</p> <p>Responsible for the safety of the staff and yourself</p> <p>Responsible for maintaining a tidy work area and environment</p> <p>Responsible for record keeping for HACCP certification and other data</p>
Performance- Measures	<p>Safety performance,</p> <p>Quality of operation, Timeliness, Record keeping, Production costs</p>