



<b><u>POSITION DESCRIPTION</u></b>		
<b>EMPLOYEE NAME:</b> TBD	<b>POSITION TITLE:</b> Grain Handling Trainee	<b>DATE PREPARED:</b> Jan 2007
<b>BUSINESS UNIT:</b> Storage and Handling	<b>ROLES REPORTING TO THIS ONE:</b>  Nil	<b>POSITION NUMBER (HR use):</b> TBD
<b>LOCATION:</b> TBD		<b>GRADE (HR use):</b> TBD
<b>REPORTS TO:</b> Grain Services Manager		<b>EQUIPMENT:</b>  <input type="checkbox"/> Laptop or <input type="checkbox"/> Desktop <input type="checkbox"/> Printer <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Mobile Phone Headset <input type="checkbox"/> Blackberry
<b>PRIMARY OBJECTIVES:</b> <b>GrainCorp Mission:</b> To be the first choice Australian agri-business for growers, domestic and export customers, providing value for shareholders.		
<b>POSITION DIMENSIONS:</b>  <ul style="list-style-type: none"> <li>n/a</li> </ul>	<b>KEY CHALLENGES:</b>  <ul style="list-style-type: none"> <li>Compliance with all OHSMS &amp; SMP requirements.</li> <li>Knowledge &amp; understanding of local grower and customer needs &amp; issues.</li> <li>Optimal utilisation of all site resources i.e. machinery &amp; equipment.</li> </ul>	
<b>KEY RELATIONSHIPS / INTERACTIONS:</b>  <ul style="list-style-type: none"> <li>Other employees</li> <li>Growers</li> <li>Truck drivers</li> </ul>	<b>KEY SUCCESS FACTORS:</b>  <input type="checkbox"/> Leadership <input type="checkbox"/> Commercial acumen <input type="checkbox"/> Strategic thinking <input checked="" type="checkbox"/> Integrity <input checked="" type="checkbox"/> Relationship management <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Problem solving <input checked="" type="checkbox"/> Initiative	



## **KNOWLEDGE / EXPERIENCE REQUIREMENTS:**

### **Essential**

- Literacy and numeracy skills
- IT literacy skills
- Current Australian Driver's License
- Interpersonal skills
- Ability to work independently as well as part of a team
- Demonstrated initiative
- Customer service & problem solving skills

### **Desirable**

- Higher School Certificate
- Prior work experience in an operational environment
- Supervisory potential



## KEY ACCOUNTABILITIES

KEY RESULT AREA	KEY RESPONSIBILITIES	ACCOUNTABILITY MEASURE
<b>1. OCCUPATIONAL HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>• Follow OHS instructions and procedures</li> <li>• Identify report and correct hazard and any unsafe acts.</li> <li>• Comply with any reasonable request relating to OHS</li> <li>• Participate in the Safety Management Program activities as it relates to their work activity</li> <li>• Apply OHS policies and procedures to self and others in the team</li> <li>• Completes required OH&amp;S documentation relevant to their work activity</li> <li>• Participate in consultation regarding OHS issues including participation as an OHS representative</li> <li>• Takes notice of information and participates with OHS training provided</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with Sections 20 to 25 of the NSW OHS Act and equivalent in Queensland and Victoria</li> <li>• Completion of SHARPs.</li> <li>• Completion of Incident Reports</li> <li>• Code of conduct.</li> <li>• Discipline and counselling undertaken in accordance with documented process</li> <li>• Satisfactory SMP audit outcomes</li> <li>• Satisfactory audit and or compliance process outcomes</li> <li>• Satisfactory audit and or compliance process outcomes</li> <li>• Records of attendance</li> <li>• Satisfactory audit and or compliance process outcomes.</li> <li>• Satisfactory audit and or compliance process outcomes.</li> <li>• Training records complete</li> </ul>



## KEY ACCOUNTABILITIES

KEY RESULT AREA	KEY RESPONSIBILITIES	ACCOUNTABILITY MEASURE
<b>2. OPERATIONS</b>	<ul style="list-style-type: none"><li>• Receival of grain into storage, and outloading of grain</li><li>• Operation and maintenance of grain handling equipment (elevators, lobstars, front end loaders etc.)</li></ul>	<ul style="list-style-type: none"><li>• TPMH</li><li>• EOD completion</li><li>• Site presentation</li><li>• Completion of site maintenance plans</li></ul>
<b>3. ADMINISTRATION</b>	<ul style="list-style-type: none"><li>• Record grain movements on computer system</li><li>• Complete required documentation</li></ul>	<ul style="list-style-type: none"><li>• Compliance with Site Operations Manual</li><li>• Accuracy of paperwork and data entered</li></ul>
<b>4. CUSTOMER SERVICE</b>	<ul style="list-style-type: none"><li>• Customer service to growers and truck drivers during harvest and outloading</li></ul>	<ul style="list-style-type: none"><li>• Customer feedback</li></ul>
<b>5. PEOPLE MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Supervise casual staff during Harvest</li></ul>	<ul style="list-style-type: none"><li>• Code of Conduct regularly reviewed at staff meetings/Toolbox Talks</li><li>• Employee feedback</li></ul>