



# CLIPPER PEARLS ASSISTANT FARM MANAGER / PRODUCTION

## Job Description

**Title** Assistant Farm Manager/ Production (AFMP)  
**Department(s)** Elizabeth Bay, Quondong Pearl Farm & other farms as required.  
**Reports to** Production Manager (PM)

### Job Summary

The AFMP primary role is to ensure that the day to day tasks involved with maintaining the productivity of the farm are carried out as directed by the PM. The AFMP is to oversee & deliver all OH&S policies & training exercises in conjunction with the Deck Supervisor. This includes, but is not limited to, ensuring that the shell husbandry & handling procedures are conducted in accordance with company policy. Additionally this role also needs to work very closely with the Engineering Department, Vessel Master & Vessel Manager.

### Summary of Essential Job Functions

#### **OPERATIONAL**

- Reports directly to the PM.
- Relay farm schedules, work tasks & summaries to the Deck Supervisor, deckhands & Dive Supervisor as directed by the PM.
- Be actively involved in the day to day & additional forward planning of all tasks being, or to be, performed on the farm, and be the coordinator and contact point for the activities.
- Communicate with and assist the Hatchery Manager when undertaking farm tasks involving spat & un-seeded shell.
- Keep concise records of all cleaning, x-raying, line maintenance, operations and harvest programs and report to the PM as directed.
- Maintain records, both written & electronically for all farm activities both completed or in progress in conjunction with the PM using an agreed format and utilising advanced written & oral skills to ensure the flow of information, is delivered quickly & concisely.

- Attend planning meetings as required to update and report all findings from the previous swing or period.
- Discuss the usage of any consumable item or replacement of any component or part required in performing scheduled tasks with the PM prior to major orders being placed.
- Report any abnormal mortalities of shell to the PM.
- Inform the Logistics & Purchasing Co-Ordinator of any future requirements for farm equipment and consumables in enough time to locate, or order equipment.
- You may be required to drive company cars from time to time and are responsible for the vehicles cleanliness and condition.

### ***HUMAN RESOURCES***

- Display a positive and approachable attitude at all times.
- Keep yourself abreast of existing & new company policies and ensure they are implemented & enforced as required, adhering to any relevant Government legislation. Ensure that there is no breach of company policy at any time. Maintain a high level of professionalism at all times so as to set a good example to crew.
- Oversee the Deck Supervisor and Deckhands in all facets of their duties.
- Relay all crew and staff performances under your responsibility on a regular basis to the PM.
- Conduct Performance Appraisals of all fulltime crew, with the Office Manager, as instructed.
- Relay to Office Manager all crew numbers required for upcoming farm tasks (such as cleaning boat skippers, deck hands etc) providing enough time to allow for advertising and replacements in conjunction with the PM.

### ***OHS***

- Develop a complete & thorough safety & training manual applicable to the use of all vessels and handling procedures. Ensure there is an adequate understanding of relevant legislation relating to the production of this manual.

### ***FINANCE***

- Complete daily logs on farm work completed providing the company with a better understanding of farm productivity for costing purposes

### ***GENERAL***

- Relay and communicate all issues relating to the vessel performance of cleaning & dive boats to ensure Engineering & PM are aware of the issues.
- Liaise with engineering staff to ensure that crew are adhering to engineering requirements. If engineering staff want the crew to perform duties that will mitigate

breakdowns, down time etc. ensure that directives are followed. This information will be communicated to crew members by yourself.

- Liaise with the Catering Supervisor and/or Cook regarding the timing of meals and any changes to the meal schedule should it arise.
- Address any issues raised by the Cook relating to housekeeping issues.
- Report any defective equipment to the Head Engineer or Engineer so as to solve problems as soon as possible.

### **Minimum Requirements**

Minimum of 18 months pearling experience including operational supervisors experience

Experience managing staff in a pearling environment

High level of computer literacy an advantage

Highly demonstrated oral and written communication skills

Senior First Aid

Current C Class drivers licence

Experience in living and working in a remote location

### ***Desirable***

Pearl Masters Licence (Department of Fisheries)

Coxswain Grade 1

HR Licence

### **Abilities Required**

Must be mentally and physically fit

Must be self motivated

Able to work as a team leader and be part of a team

Excellent time management and self organisation skills

Excellent interpersonal skills

Ability to obtain MSIC card if required

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.