



WILLINGA PARK

JOB DESCRIPTION

POSITION: Recipient Herd Assistant

REPORTS TO: Veterinary Team

LAST UPDATED: June 2023

The Recipient Herd Assistant will be responsible for the overall coordination and care of the Willinga Park recipient herd as well as for instilling the culture and values of Willinga Park while providing care and handling of recipient mares for the veterinary team.

Main Duties

Willinga Park Horses

- Responsible for organisation of stables and pens to ensure facilities are prepared for mares to be scanned, including but not limited to cleanliness of the crush area, yards and cleaning troughs and associated areas.
- Assist the veterinary team in monitoring the condition and health status of recipient mares, including reporting lameness, wounds and colic symptoms to the veterinary team.
- Care and welfare of the horses including administration of vaccines and deworming of recipient herd.
- Assist veterinarian in administering medication.
- Assist the Veterinarian with scanning recipient mares.
- Feed up and checks of all recipient mares.
- Handling of recipient mares; training to lead, tie up, stand/hold for farrier and load.
- Provide and organise movement of recipient mares to and from breeding facilities.
- Maintain cleanliness of the cars and horse trailers after use.
- Liaise with the Veterinary team, reporting any issues that may require the Veterinarian's attention.



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- Report and liaise with veterinary team and farm manager on status on individual paddocks, for example damage to fencing, fallen trees, grass levels for recipient mares, presence of noxious weeds, functionality and cleanliness of water throughs.
- Report and liaise with veterinary team and farm manager regarding the level of hay in hay feeders, damage of the hay feeders, presence of lick blocks.
- Making sure enough hay will carry over on the weekends and arrangements are made before public holidays or holidays of responsible individuals.
- Making sure cars, buggies and or quad bikes are fuelled up and operational before hand over during the week, but especially before weekends and or public holidays.
- Relocation of mares and foals around the property as required and retrieval of mares post weaning.
- Assistance with the Willinga Park breeding program as required.
- Always ensure the de-worming program and feed regime is implemented under supervision of the veterinary team.
- Review and report on monthly stock inventory and expenditures as required.

A current Driver's License and the ability to work weekends is essential.

Leadership

- Training and supervision of junior staff in the handling of all horses. Be available and assist junior staff members or work experience students by allowing them to shadow you frequently to aid and assist in their education and the development and growth of each team member.
- Show initiative and seek tasks, demonstrate leadership, and provide junior staff direction and feedback. Share knowledge and expertise with all equine staff.
- Assist the events team with Willinga Park events and any other adhoc requirement as directed by management.

Agriculture

Under the guidance of the General Manager and the Veterinary team, the Recipient Herd Assistant may assist with pasture management, such duties will include, but are not limited to:

- Raise awareness and report signs of deterioration.



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- Share knowledge and assist with field management.
- Roads & tracks are to be serviceable for appropriate use and vehicles; report any damage, obstacles or deterioration when observed.

POSITION ATTRIBUTES:

The Recipient Herd Assistant will need to have the following core attributes:

Excellent Written and Oral Communication Skills

The Recipient Herd Assistant will be communicating with the public, high profile clients and internal stakeholders whilst building strong relationships across the Willinga Park business. These relationships include both internal and external clients of Willinga Park.

Team Player

The Recipient Herd Assistant will demonstrate teamwork skills within the Equine and Stud Infrastructure and across all the Willinga Park teams. This includes no office politics by always showing equal respect to your colleagues and team members. The Recipient Herd Assistant will have daily interaction with the public and will need to develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by the Veterinary team and/or Management team.

Delivery of Service

The Recipient Herd Assistant must ensure the delivery of service to the public, sub-contractors and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Recipient Herd Assistant must be professionally presented in the supplied Willinga Park uniform and have a clear understanding that they are always representing the business in a professional manner.



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Organisational and Time Management skills

The Recipient Herd Assistant will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and filing are completed in a timely manner to ensure data and costs are recorded effectively.

Willinga Park Values

The Recipient Herd Assistant will positively follow the Willinga Park values to ensure the culture is maintained as a family owned, positive and professional business.

Feedback

The Recipient Herd Assistant will participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. The Recipient Herd Assistant will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Head of Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that the Recipient Herd Assistant engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Confidentiality

The role of the Recipient Herd Assistant requires handling of sensitive information of all clients of Willinga Park. It is expected that the Recipient Herd Assistant will not divulge any confidential information to any third party or employees unless directed to do so by the Head of HR or Managing Director. Refer to the **Confidentiality Information Clause (Schedule 2)** of your employment contract.

Self-Starter

The role requires a level of autonomy in that the Recipient Herd Assistant provides support to the Veterinary team, colleagues and other stakeholders and will not have to require ongoing direction. That is, the Recipient Herd Assistant will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.



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Software

The Recipient Herd Assistant is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Adobe suite.
- Any other software required to be used by Willinga Park.

Target Safety – Aim High

All Willinga Park workers have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by Willinga Park Management to allow it to comply with its work, health, and safety obligations.
- Comply with any reasonable policy or procedure of Willinga Park relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Willinga Park employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Willinga Park.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.
- Collection, analysis of risk related and compliance information and share with Willinga park employees and management where required.



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Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____