



WILLINGA PARK

JOB DESCRIPTION

POSITION:	Farm Hand
REPORTS TO:	HR and Office Coordinator
UPDATED:	May 2025

The Farm Hand is responsible for assisting with the day-to-day operations of the property, including the care, feeding, and handling of animals, as well as general farm maintenance and support tasks. The Farm Hand will understand the Willinga Park values and work harmoniously with all team members across the property.

MAIN DUTIES:

The Farm Hand will ensure the following tasks are carried out on the cattle, but not limited to:

- Feed, water, and monitor the health and wellbeing of livestock and other animals.
- Cleaning, care and maintenance of stables and associated equipment including but not limited to rugs, rug rooms, tacking rooms, vehicles and other Willinga Park Infrastructure.
- Grooming, feeding, handling, stabling and exercising of horses.
- Preparing horses for private sales and auctions.
- Present horses to potential buyers in a professional manner.
- Assist with the transport of horses when required.
- General Husbandry - Monitor conditions of all stock and ensure that they are in healthy and excellent condition.
- Administer medications or treatments under supervision or instruction.
- Participate in a weekend feeding roster.
- Assist the Farm Hand and Plant Operator with paddock rotation.
- Assist the Farm Hand and Plant Operator with the pasture management which includes developing and the rehabilitation of the degraded country that is fenced off into quality pasture.



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- Ensure all yards and paddocks are free from any timber or obstacles. Check all waters daily and report any malfunction. Check gates are properly closing and latching.
- Operate and maintain farm machinery and equipment.
- Assist with lawn and grounds maintenance - including not limited to mowing, edging, weeding and fertilising of lawns, trees and gardens, tree/shrub pruning and removal, spraying of pesticides/herbicides, horticultural activities, irrigation infrastructure, mulching and all other similar or related duties.
- General repairs and maintenance which include cleaning duties associated with the property, buildings, equipment and other assets.
- Assist with fencing, irrigation, and general infrastructure maintenance.
- Carry out manual labour tasks including cleaning, lifting, and minor repairs.
- Assist in maintaining the presentation of the precinct, ensuring all areas are clean, swept, dusted, cobwebs removed, blown and waste removal.
- Support seasonal activities such as mustering, planting, and harvesting.
- Assisting with the setting up and packing down of onsite events and providing reactive support and assistance to management, event staff and external stakeholders throughout the duration of Willinga Park events.
- Reporting of faults or failures (including WHS issues) in the operation or management of any aspect of Willinga Park.
- General duties and adhoc task; and all other duties as directed by a supervisor or Willinga Park Management Team.

Skills and Qualifications

- Previous experience working with animals, ideally in an agricultural or equine environment.
- Physically fit with the ability to perform manual labour in varying weather conditions.
- Basic understanding of farm machinery and equipment operation.
- Reliable, punctual, and able to follow instructions and safety protocols.



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Position Attributes:

The Farm Hand will need to have the following core attributes:

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with customers, Colleagues, and the public to build strong relationships across the Willinga Park Business. These relationships include both internal and external clients of Willinga Park.

Team Player

Demonstrate teamwork skills with internal and external stakeholders and across all the Willinga Park teams. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by your manager and/or Management team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the public, contractors, and clients. This involves the constant feedback on progress to stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Farm Hand 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.

Time Management skills

They 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 costs are recorded for the monthly financial statements.

Values

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



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Feedback

The Farm Hand may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and 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 we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff 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 requires handling of sensitive information of Willinga Park and will not divulge any confidential information to any third party or employee unless directed to do so by your manager. Refer to the **Confidentiality Information Clause (Schedule 2)** of your employment contract.

Self-Starter

The role requires a level of autonomy in providing support to the Farm Hand team, manager, and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The Farm Hand is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Relevant WHS management software

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.



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- 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 businesses.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to the Health and Safety Committee and/or your manager as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____