

JOB PACK

IDENTIFICATION OF JOB	
Job Title	Grazing Manager
Department	Land Management
Responsible to	Director of Land Management
Responsible for	Assistant Grazing Officer (s), volunteers and occasional contractors.
Overall purpose of job	To oversee and co-ordinate the management of the Trust's grazing operations, proactively reviewing and implementing any required improvements, ensuring that livestock and associated animal husbandry, welfare and legal obligations are met and delivering the Trusts site management objectives in creating a coherent ecological network for Sussex.

KEY MEASURES OF PERFORMANCE
<ul style="list-style-type: none"> • Work with Director of Land Management to review, recommend improvements and implement change where needed to ensure effective management systems. • Sussex Wildlife Trust livestock managed to high welfare standards, meeting all associated legal obligations • Conservation Management / ecological objectives for site management are met • Operate within agreed budgets and defined agricultural strategy.

REMUNERATION	
Job Grade	Grade A
Salary Band	A1

DOCUMENT INFORMATION	
Created	March 2019
Last revision	March 2019

EMPLOYEE SIGNATURE	
I confirm acceptance of the duties detailed in this Job Pack	
Employee Name	
Signature	
Date	

JOB DESCRIPTION

Main Responsibilities

MAIN RESPONSIBILITIES

- a. To oversee the management of all livestock within Sussex Wildlife Trust's responsibility, working closely with the Land Management Team to ensure that the Trust's grazing operations deliver the Trust's site management objectives.
- b. To line manage the Assistant Grazing Officer(s), and co-ordinate their workload.
- c. To proactively review and implement any required changes to improve grazing systems in consultation with the Director of Land Management.
- d. To ensure that the health and welfare of Trust livestock are maintained at all times to high standards. In particular, ensure effective systems of monitoring are in place so that all stock are checked regularly and that any problems are dealt with promptly. (NB: This will entail some out of hours working).
- e. To ensure that all legal obligations that relate to livestock ownership, including movements and disease control are fulfilled and best practice followed, and to maintain accurate records relating to all livestock processes.
- f. To oversee the administration of stock records, ensuring that records are available for inspection by the Rural Payments Agency or Trading Standards at any time.
- g. To ensure that the Trust's conservation grazing objectives and animal welfare obligations are integrated.
- h. To work with the Director of Land Management to oversee the purchase and sale of livestock ensuring appropriate forward planning, selection of suitable stock type and breed, as part of an agreed agricultural strategy.
- i. To co-ordinate the disposal of fallen stock, ensuring their prompt removal from site and compliance with legal disposal and conveyance processes.
- j. Manage the livestock lookering process and ensure adequate year round provision is undertaken across all grazed sites.
- k. Working closely with Reserve Managers, oversee the work of external graziers, to ensure objectives are met and record keeping is coordinated.
- l. Maintain and operate agricultural machinery for example tractor, flail, hay baling machinery, to carry out seasonal land management operations etc.
- m. To ensure that all activities conform to the Trust's Health and Safety Policy.
- n. To be the Trusts grazing ambassador ensuring good relations with the public, partners, contractors, neighbouring landowners and volunteers, ensuring the Trusts livestock are championed for their conservation grazing pedigree.

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To carry out all other such duties as may from time to time be determined by the Chief Executive or Director of Land Management.

The above list should not be regarded as exhaustive as staff may be required to carry out other such duties which may from time to time be determined by the Trust

PERSON SPECIFICATION

Experience	<i>Essential</i>	<i>Desirable</i>
Substantial experience of stock handling and husbandry, e.g. cattle, sheep, ponies and goats, including handling and managing calving and lambing.	✓	
Substantial experience and understanding of the legal requirements of keeping livestock	✓	
Significant experience of countryside management	✓	
Experience of managing, supervising and working with staff, contractors and volunteers (eg stock lookers)	✓	
Significant experience of operating agricultural machinery	✓	

Knowledge	<i>Essential</i>	<i>Desirable</i>
A recognised qualification (at least an NVQ) in livestock husbandry		✓
Some knowledge and understanding of grazing a broad range of habitats found in Sussex	✓	
Good knowledge of practical nature conservation and ecology	✓	
Substantial knowledge of the latest legal requirements of keeping livestock including cross compliance rules and regulations	✓	
A sound knowledge and understanding of good animal welfare and conservation grazing best practice	✓	
Substantial knowledge of Health and Safety legislation and its application to livestock and agricultural machinery	✓	

Skills	<i>Essential</i>	<i>Desirable</i>
Qualifications in the use of tractors and agricultural machinery		✓
An ability to manage the significant complexities of disease control, testing regimes and record keeping so that the Trust is legally compliant	✓	
The ability to prioritise a high volume of work and wide range of tasks	✓	
Good practical estate and countryside practical management skills. Good oral communication skills especially in relation to local people, volunteers and contractors.	✓	
Current driving licence (essential), trailer towing, off-road driving and tractors (desirable)	✓	
Ability to competently handle a sheepdog	✓	
Good record keeping skills	✓	
Good IT skills, and ability to manage livestock recording systems such as British Cattle Movement Service	✓	

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Personal Qualities	<i>Essential</i>	<i>Desirable</i>
Flexible with some work unsociable hours, evenings and weekends (and emergency cover), as part of an agreed rota	✓	
Attention to detail, for example in record keeping and monitoring	✓	
Tactful and diplomatic	✓	
Physically fit and mobile	✓	
Practical, and ability to solve problems out in the field.	✓	
Excellent organisational skills and ability to work both under own initiative and as a member of a team	✓	
Confident about working alone and in isolated locations	✓	

JOB SPECIFICATION

Work Complexity
<p>Undertakes a variety of highly complex and professional work with some non-routine activities - often unpredictable</p> <ul style="list-style-type: none"> ➤ Delivers agreed grazing plans on a number of nature reserves ➤ Ensures disease management and testing regimes ➤ Ensures livestock records are up to date at all times including paper and digital methods ➤ Manages the Trust livestock in order to achieve sustainable grazing on Trust nature reserves ➤ Ensure legal compliance with livestock ownership, welfare and movements

Competence/Technical Skills
<ul style="list-style-type: none"> ➤ A high level of skill and knowledge, with an appropriate qualification ➤ Stand-alone role with specialised knowledge ➤ Substantial relevant experience

Management Responsibilities
<ul style="list-style-type: none"> ➤ Manages the Assistant Grazing Officer(s), ➤ Manages and oversees volunteer / paid lookers ➤ Day to day supervision of volunteer and paid lookers ➤ Provides guidance to SWT across departments ➤ Occasionally manages contractors

Level of Decision Making
<ul style="list-style-type: none"> ➤ Substantial personal responsibility and autonomy ➤ Significant impact of decisions; may potentially substantial impact on the organisation internally and externally

Budgetary Responsibility

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- Contributes to the planning and monitoring of budgets for relevant area of work
- Day to day control of budget in line with agreed figures

Communication & Customer Contact

- Day to day contact with a variety of internal and external contacts, including Animal and Plant Health Agency, British Cattle Movement Service, vets, RSPCA and members of the public
- Liaises, communicates and advises a range of external clients and partners including NGOs, third party graziers etc
- Addresses people in potentially challenging situations
- First line responsibility for any public facing enquiries on our grazing operations.
- An ability to resolve conflict diplomatically is essential

Miscellaneous

- Full current driving license required, to include tractor and trailer and off road driving qualification.
- Frequent travel around the county is a requirement
- Long and unsocial hours are to be expected, including work at weekends and public holidays
- In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by the Chief Executive or Director of Land Management.
- All staff are required to abide by organisational policies and procedures.
- Ability to handle a sheepdog.