

POSITION DESCRIPTION	
Position Title: Horse Driver/Stable Hand	Division: Commercial and Operations
Reports To: Change Agent	Workplace level: Level 2 during training period then upon successful completion of training will increment to level 7
Loading: Casual	Special: Required to be available to work weekends, public holidays and school holidays and some non-peak period weekdays
Position Created Date: 25 October 2011	Position Review Date: 1 July 2016

ORGANISATIONAL ENVIRONMENT

The Organisation

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, *Blood on the Southern Cross* and Narmbool.

The Department/Area

Sovereign Hill maintains teams of working horses living and working at Sovereign Hill. Horse breeds include Clydesdales, Percherons, cross breeds of these two breeds and Quarter Horses. Our Horse Department is responsible for maintaining the horses and their quarters and for ensuring the horses carry out their daily work schedule.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The Driver/Stable Hand is responsible for contributing to the Horse Department's day to day operations in Sovereign Hill's large horse complex, paddocks and stables by assisting with the care of horses, cleaning of the stables, driving non passenger and passenger vehicles and moving horses to their required locations.

DIRECT REPORTS
<ul style="list-style-type: none"> N/A

WORKS CLOSELY WITH
<ul style="list-style-type: none"> Horse Operations Manager Senior Operations Manager Operations Manager Horse Wranglers Operations Department Coachbuilding and Wheelwrighting staff

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
<p>Horse handling/ Horse care</p>	<ul style="list-style-type: none"> • Manage and implement daily tasks in the stable according to operational procedures. • Review horses on a daily basis in relation to adequate rest breaks, health and wellbeing and make decisions on horses not working or fit to be working at Sovereign Hill. • Daily stable complex tasks and pick up and delivery's in horse handler manual ute as required. • Pick up and load sawdust as and when required • Conduct Stable Tours • Undertake unsupervised complex and stables work • Feed and groom horses in the various stables, complex and paddocked areas • Assist with general harnessing • Assist with drenching horses and oiling hooves • Undertake repairs and maintenance and installation of fencing in horse paddocks • Notify Department Manager of any health issues noticed when grooming and feeding horses • Assist with medication and physical exercise required for ill or injured horses in line with vet specified care • Cleaning of horse stalls and yards • Lead, collect and deliver horses, whilst riding, throughout the museum • Obtain and apply the skills and knowledge to safely and professionally drive 2 and 4 horse non-passenger and passenger horse drawn vehicles • Obtain and provide accurate historical information about horse work/horsemanship in the 1850s • Obtain and provide accurate historical information to our visitors using the principles of Thematic Interpretation as well as providing information on Sovereign Hill, Blood on the Southern Cross and the Gold Museum
<p>Teamwork and People</p>	<ul style="list-style-type: none"> • Ensure work areas are presented to high standard of cleanliness and safety awareness • Develop staff rosters in line with budgets and priorities • Work in and maintain a healthy team spirit • Perform other duties to aid team effectiveness when required • Work cohesively with all team members • Provide astute leadership by setting an example to all staff. • Participate in induction, training and mentoring of new staff as required

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ The Sovereign Hill Code of Conduct ➢ SHMA policies and procedures ➢ Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in meetings, staff training and professional development as and when required • Champion, advocate and enforce all organisational policies, procedures and practices • Wear period costume at all times and relevant PPE when required in accordance with the museum guidelines • Foster a culture which values safety as primary consideration in all activities • Other relevant tasks as required

KNOWLEDGE AND SKILLS
<ul style="list-style-type: none"> • Experience within a farming, stables or veterinary environment is essential • Experience in driving 2 or 4 horse drawn vehicles is essential • Excellent heavy horse handling skills with a knowledge and understanding of horse behaviour • Demonstrated ability to confidently and safely ride horses and a demonstrated awareness of OHS requirements. • Confident public speaking and communication skills • Demonstrated experience in administering basic medications, as prescribed per a vet, would be advantageous • Ability to work across flexible rosters including weekends, public holidays and school holidays • A commitment to work in line with policies and procedures and as part of a team

QUALIFICATIONS
<ul style="list-style-type: none"> • A Certificate or Diploma in Equine or Animal Husbandry is preferred

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with Children Check • Police Check

SPECIFIC HEALTH AND SAFETY REQUIREMENTS

Safely and confidently work in and around horses including larger breeds such as Clydesdales. Some job tasks require employee to safely negotiate uneven and stepped areas whilst tending to or moving horses. The incumbent will be required to attend a Pre-Employment Medical before commencement of the position.

The incumbent must be physically able to board and alight from horse drawn vehicles as well as mount, dismount and ride horses up to 20 hands high on uneven terrain whilst leading horses. They must be able to hold horses still for the farrier and to deliver medication and other medical assistance.

A pre-employment medical is mandatory.

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Jarrod Page
Acting Director Commercial & Operations

Signature

Date of approval

Mark Karlovic
Head People Performance & Legal

Signature

Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date