

POSITION DESCRIPTION	
Position Title: Horse Handler/Stable Hand	Division: Commercial and Operations
Reports To: Horse Operations Manager	Workplace level: Level 2 during training period then upon successful completion of training will increment to level 4
Loading: Full Time, Part Time, Casual	Special: Required to be available to work weekends, public holidays and school holidays and some non-peak period weekdays
Position Created Date: 3rd March 2016	Position Review Date: 31 October 2018

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, AURA and Narmbool.

The Department/Area

There are normally between 50 and 60 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.

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.

Responsibility

We will be a socially and environmentally responsible business and employer.

Sustainability

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

PRIMARY ROLE
The Horse Handler/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 general care of horses, cleaning of the stables and roads and engaging with visitors undertaking rides on horse drawn vehicles.

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

WORKS CLOSELY WITH
<ul style="list-style-type: none"> Horse Operations Manager Horse Operations Team Leader Senior Operations Manager Operations Manager Horse Department staff

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Horse handling/ Horse care	<ul style="list-style-type: none"> • Process ticket sales for visitors undertaking rides in horse-drawn vehicles • Engage with visitors waiting for or alighting from coach rides • Unlock and open doors to horse bazaar at the beginning of each day, close and lock doors to horse bazaar at the end of each day • Supervise one horse displays • Sweep roads to remove horse manure • Carting and carrying of horse manure in wheelbarrow • Undertake basic complex and stables work • Feed and groom horses in the various stables, complex and paddocked areas • Notify Horse Operations Manager of any health issues noticed when grooming and feeding horses • 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, AURA and the Gold Museum
Teamwork	<ul style="list-style-type: none"> • Ensure work areas are presented to high standard of cleanliness and safety awareness • Work cohesively with all team members • Work in and maintain a healthy team spirit • Contribute to the enhancement of staff knowledge and skills
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

KEY SELECTION CRITERIA

- Previous experience within a farming, stables or veterinary environment would be highly regarded
- General horse handling skills with a knowledge and understanding of horse behaviour
- Confident public speaking and communication skills
- 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

- A Certificate II or III in Equine or Animal Husbandry is preferred but not essential

REQUIRED LICENCES/CERTIFICATES

- 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

Due to the physical requirements of this position a pre-employment medical is required before commencement.

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Will Flamsteed
 Director Commercial and 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